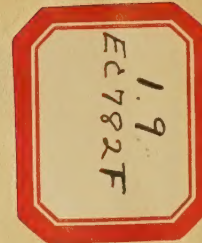
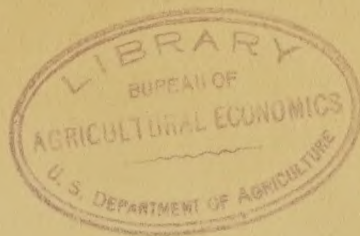


## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



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August 20, 1934

TABLES

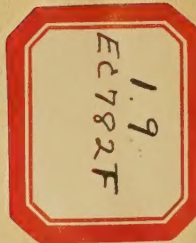
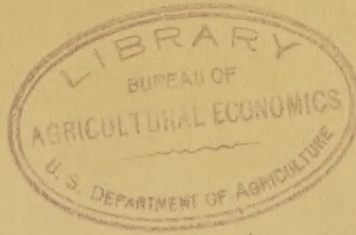
FORM-1

Table No. 1





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August 20, 1934

## TABLES

### FORM-1

#### Table No. 1

Use cards showing "Levy" with NO Special Assessments for any year.

The cards are grouped by Year Starting Delinquency and tabulated for each year within the Year Start Group, by Type of Property and Year Paid. Unpaid are tabulated in one group by Type of Property.

#### Table No. 2

Use cards showing "Special Assessments" with No Levy for any year.

The cards are grouped by Year Starting Delinquency and tabulated for each year within the Year Start Group, by Type of Property and Year Paid. Unpaid are tabulated in one group by Type of Property.

#### Table No. 3

Use cards showing BOTH "Levy" and "Special Assessments" for the same Year.

The cards are grouped by Year Starting Delinquency. The "Levy" is tabulated for each year within the Year Start Group by Type of Property and Year Paid. Unpaid are tabulated in one group by Type of Property.





## TABLES

## FORM 1

## Table No. 4

Use cards showing BOTH "Levy" and "Special Assessments" for the same year.

The cards are grouped by Year Starting Delinquency. "SPECIAL ASSESSMENTS" is tabulated for each year within the Year Start Group by Type of Property and Year Paid. Unpaids are tabulated in one group by Type of Property.

## Table No 5

Use cards showing "Levy" but NO "Special Assessments" for the same year.

The cards are grouped by Year Starting Delinquency. The "LEVY" is tabulated for each year within the Year Start Group of Type of Property and Year Paid. Unpaids are tabulated in one group by Type of Property.

## Table No. 6

Use cards showing "Special Assessments" but NO "Levy" for the same year.

The cards are grouped by Year Starting Delinquency. "SPECIAL ASSESSMENTS" is tabulated for each year within the Year Start Group by Type of Property and Year Paid. Unpaids are tabulated in one group by Type of Property.



August 20, 1934

TABLES

FORM-1

Table No. 7

All cards from Tables 3, 4, 5, and 6 show Unpaid Levy or Special Assessments or both.

The cards are grouped by Year Start Delinquency and are tabulated for each Year Start within the Year Start Group by Type of Property, in the following three sub Groups.

Group 1

Both "Levy" and "Special Assessments" Unpaid for same Year. (Tabulate both)

Group 2

Unpaid "Special Assessments" and "Paid" or "No Levy" for same Year (Tabulate "Special Assessments")

Group 3

Unpaid "Levy" and "Paid" or "No special Assessments" for same Year. (Tabulate "Levy")



THE [illegible]

[illegible]

[illegible]

[illegible]

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[illegible]

[illegible]

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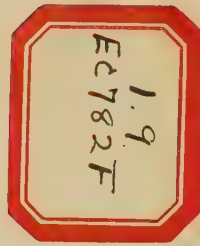
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August 28, 1934



FORM 1

REVISED CHECKS

TABLE 1

(Levy Only)

For the "Year Start" and the "Most Recent Year" there should be no rejects.

When all cards are included, Paid, Unpaid and Rejects, if any, the totals for every year within each "Year Start" group should be identical for the following items:

1932--Acres and Assessed Valuation  
First Year Delinquency--Acres and Assessed Valuation  
Number of Properties (Cards Count, less Excess)



1874

1875

1876

1877

1878

1879

1880

1881

August 28, 1934

FORM 1

REVISED CHECKS

TABLE 2

(Special Assessments Only)

For the "Year Start" and the "Most Recent Year" there should be no rejects.

When all cards are included, Paid, Unpaid and Rejects, if any, the totals for every year within each "Year Start" group should be identical for the following items:

1932--Acres and Assessed Valuation  
First Year Delinquency--Acres and Assessed Valuation  
Number of Properties (Card Count, less Excess)



August 28, 1934

FORM 1

REVISED CHECKS

TABLES 3 - 4 - 5 - 6

3 and 4 Levy and Special Assessments for the same year.

5 Levy but No Special Assessments for the same year.

6 Special Assessments but No Levy for the same year.

For the "Year Start" and the Most Recent Year" there should be no Rejects.

When all cards are included (Paid, Unpaid and Rejects, if any) the sum of the totals from Tables 3 - 5 and 6 for every year within each "Year Start" group should be identical for the following items:

1932--Acres and Assessed Valuation

First Year Delinquency--Acres and Assessed Valuation

Number of Properties (Card Count, less Excess)

Likewise the sum of the totals from Tables 4 - 5 and 6 for every year within each "Year Start" group should be identical for the above mentioned items.



August 28, 1934

## FORM 1

REVISED CHECKS

## Table 7 - (Unpays only)

The sum of the totals of Unpays for Tables 3 and 5 should check for each year, with the sum of the totals of Group 1, plus Group 3 on Table 7 for the following items:

Number of Properties (Card Count, less excess)

1932 -- Acres and Assessed Valuation.

Unpaid Levy.

---

The sum of the totals of Unpays for Tables 4 and 6 should check for each year, with the sum of the totals of Group 1 plus Group 2 on Table 7 for the following items:

Number of Properties (Card Count, less excess)

1932 -- Acres and Assessed Valuation.

Unpaid Special Assessment.

---

NOTE:

From the Unpays on Tables 3, 4, 5 and 6, the following should check with Table 7.--

The sums of the totals for each Type from Table 3 plus Table 5 should check to the sums of the totals of Group 1 and 3 for each Type on Table 7 for each year, on all items on Table 7, except (Special Assessment).

Likewise, the sums of the totals for each Type from Table 4 plus Table 6 should check to the sums of the totals of Groups 1 and 2, for each Type, on Table 7 for each year on all items on Table 7, except "(Levy)".

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Div. of agr. finance. In cooperation  
with Div. of land economics]



FARM REAL ESTATE TAX DELINQUENCY

FORM 1

Instructions for group supervisors

and coders

May 15, 1934.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Group Supervisors

Group Supervisors of editing and coding will familiarize themselves with the nature of all items called for on the schedule. Data which are peculiar or especially difficult of interpretation should be referred to the supervisor.

Not all items that appear on the schedule, however, will be edited. Those which are to be edited are discussed in the following paragraphs. Among those items which are to be edited, there may be in a given case some which cannot be completed unless other items are referred to for comparison. By that, it is meant that a check can be put upon one item by studying the information shown under an item not in the regular list of answers. Some of the principal checks are given below.

Acreage figures given in column (2) may be checked by referring to the "Legal Description of Property," located at the upper center of the schedule. In many states the description will be in terms of "sections."

One "section" equals.....640 acres.

One "half section" or "half" equals.....320 acres.

One "quarter section" or "quarter" equals.....160 acres.

A "quarter section" is regularly divided into two equal parts known as "eighties" or into four equal parts known as "forties."

"quarter sections" (160 acres), "eighties" (80 acres), "forties" (40 acres) are described by points of the compass. The "S.W. q. of N.W. q.," or the "S.W.  $\frac{1}{4}$  of N.W.  $\frac{1}{4}$ ," or the "S.W. of N.W.," refers to the southwest quarter of the northwest quarter of a given section, and should contain approximately 40 acres.

Not all surveys are accurate, and the acreage of a property may thus

vary from this uniform scale. Whenever the description of the property is not in terms of "sections," as is the case in some states, no such check on acreage is available. Acreage shown on a given schedule may change during the period covered by the schedule. If such a change is over 50 percent, the data previous to the change should not enter tabulation. In such a case, instruct the coder to draw lines through all lines of data previous to (below on the schedule) the change in acreage.

If a schedule shows that a property lies in more than one township (Minor Civil Division) unless the property exceeds 1000 acres it should be included in whichever township the greater acreage is shown. Where the acreage is equally divided between two or more townships, include the schedule in the first township listed under the "Legal Description of Property."

Type of property, as noted in the instructions for coders, appears on the schedule directly under "Minor Civil Division." This must be used, however, in combination with the question concerning buildings on the property, asked at the upper left, and answered by a check for "yes," "no," or "no record."

In case the question concerning buildings is left blank, the first line under the main body of the schedule should be examined, ("If there are buildings on the property, give the assessed valuation of improvements (buildings) in most recent year of delinquencies.") If improvements were assessed, coders should assume that there are buildings on the property.

If a given delinquency was paid, the date of payment of delinquency should appear on the schedule in column (8). This will vary, both as to the form of the date and as to its position. Group supervisors will be responsible for obtaining this information from the schedules. The "Combination Code" to be used for this purpose will require special attention, particularly on the first few schedules in a county.

Schedules must be kept in the order received; except that schedules rejected will be placed in a separate group. Those rejected schedules should be marked "R" adjacent to the item on which rejected.

#### Coders

Every Form-1 schedule, entitled "Farm Real Estate Tax Delinquency," will be used if the identification is sufficient and the 1932 line contains figures in columns (2), (3) and (4). If these or other items cause difficulty, refer the schedule to the group supervisor.

On the other hand, every Form-1 schedule will be discarded if it does not have the 1932 line filled out, even though other parts of the schedule have been properly used. Rejected schedules must be laid aside in the order in which they occur. The rejected schedules should be marked "R" adjacent to the item on which rejected, and must be kept in order in a separate group.

In the case of any particular state or particular county or particular minor civil division, the name of the state, county or minor civil division may not appear on the first schedule. If such an instance is found, one of the following half-dozen schedules for the same minor civil division should supply the missing name. If it does not do so, consult your group supervisor.

Not all columns of the schedule will contain data, and not all data which appear will be coded. If items seem to be out of place or otherwise extraordinary, consult the group supervisor. If the acreage of a property shown on a given schedule changes more than 50 percent at any time during the period of delinquency, draw a line through each line of data preceeding (below on the schedule) the change, and do not code the lines thus marked out.



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May 16, 1934.

FARM REAL ESTATE TAX DELINQUENCY

FORM-1

INSTRUCTIONS FOR EDITING AND CODING

SCHEDULE NO.

Located on upper  
right corner of  
schedule.

Bates numbering machine will be used to  
number the schedules starting with No. 1  
for the first schedule in each County.

STATE

Located directly  
below "Card number".

Department of Agriculture Code to be used.  
Write code number at right of State name  
on same line.

COUNTY

Located directly  
below "State".

Department of Agriculture Code to be used.  
Write code number at right of County name  
on same line.

MINOR CIVIL DIVISION

Located directly  
below "County".

In some States or counties the group  
supervisor will instruct coders to use  
"Township and Range", located in the two  
right hand columns of the box in the upper  
center of the schedule, entitled "Legal  
Description of Property".

Upon starting a county, group super-  
visors will issue either "Minor Civil  
Division" or "Township and Range" Code.

Write code number at right of "Minor  
Civil Division", on same line.

TYPE OF PROPERTY

Located on schedule:  
(a) directly below  
"Minor Civil Division";  
and (b) at upper left  
of schedule, under  
"Owner's name and Owner's  
address", answering the  
question, "Are there  
buildings on the property?"

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

TYPE OF PROPERTY

The following codes will be assigned to describe both items (a) and (b) in combination and will be entered to the right of "Type of Property". Farms not marked "irrigated" should be included as "dry land farms" or "unirrigated farms", and coded as 1, 2 or 3 as called for below. Properties marked only "irrigated" will be treated as "irrigated farms".

	<u>CODE</u>
No information.....	0
Farm with buildings.....	1
Farm without buildings.....	2
Farm with no record of buildings....	3
Farm with buildings, irrigated.....	4
Farm without buildings or with no record of buildings, irrigated.....	5
Range, pasture, or grazing land.....	6
Forest (.....).....	7
Cut-over.....	8
Swamp.....	9
Waste (Miscellaneous waste land)....	X
Mineral.....	12

ACRES

1932

Located on  
schedule,  
Column 2,  
line 1932.

Raise or lower figures shown to nearest whole number, as shown in the following examples:

49.75 or  $49\frac{3}{4}$  acres should be written 50 acres; 49.5 or  $49\frac{1}{2}$  acres should also be written 50 acres; 49.4 or  $49\frac{4}{10}$  acres should be written 49 acres.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

ASSESSED VALUATION  
OF REAL ESTATE  
(Land and Buildings)

Located on schedule,  
Column 3, line 1932.

Raise or lower amount shown for year 1932 to nearest whole dollar, as is shown in the following examples:

49.75 should be written as 50; 49.50 should also be written as 50; 49.40 should be written as 49.

DELINQUENCY OF GENERAL TAXES

First Year Delinquency

Acres

Located on  
schedule,  
Column 2, on  
the lowest  
line showing  
figures.

Raise or lower figures shown for first year delinquency to nearest whole number.

Assessed Valuation

Located on  
schedule,  
Column 3, on  
the lowest  
line showing  
figures.

Raise or lower amount for the first year delinquency to nearest whole dollar.

1932 Levy

Amount

Located on  
schedule,  
under "Taxes  
Levied during  
the Year,"  
Column 4,  
line 1932.

Raise or lower amount shown for year 1932 to nearest whole dollar.



FARM REAL ESTATE TAX DELINQUENCY

FORM-1

Cont'd.

## DELINQUENCY OF GENERAL TAXES

## Year Paid

Located on  
schedule,  
Column 8,  
line 1932.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 8, line 1932.

CODE

1934	Full amount paid.....	4
1933	" " " .....	3
1932	" " " .....	2
1931	" " " .....	1
1930	" " " .....	0
1929	" " " .....	9
1928	" " " .....	8
	Paid, year of payment unknown.....	5
	Less than $\frac{1}{2}$ paid.....	6
	More than $\frac{1}{2}$ but not all paid.....	7
	"Released", etc.....	12

1931 Levy

## Amount

Located on  
schedule,  
under "Taxes  
Levied during  
the Year",  
Column 4,  
line 1931.

Raise or lower amount shown for year 1931 to nearest whole dollar.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF GENERAL TAXES

Year Paid

Located on  
schedule,  
Column 8,  
line 1931.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 8, line 1931.

CODE

1934	Full amount paid.....	4
1933	" " " .....	3
1932	" " " .....	2
1931	" " " .....	1
1930	" " " .....	0
1929	" " " .....	9
1928	" " " .....	8
	Paid, year of payment unknown.....	5
	Less than $\frac{1}{2}$ paid.....	6
	More than $\frac{1}{2}$ but not all paid.....	7
	"Released", etc.....	12

1930 Levy

Amount

Located on  
schedule,  
under "Taxes  
Levied during  
the Year",  
Column 4,  
line 1930.

Raise or lower amount shown for year 1930 to nearest whole dollar.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF GENERAL TAXES

Year Paid

Located on  
schedule,  
Column 8,  
line 1930.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 8, line 1930.

CODE

1934	Full amount paid.....	4
1933	" " " .....	3
1932	" " " .....	2
1931	" " " .....	1
1930	" " " .....	0
1929	" " " .....	9
1928	" " " .....	8
	Paid, year of payment unknown.....	5
	Less than $\frac{1}{2}$ paid.....	6
	More than $\frac{1}{2}$ but not all paid.....	7
	"Released", etc.....	12

1929 Levy

Amount

Located on  
schedule,  
under "Taxes  
Levied during  
the Year,"  
Column 4,  
line 1929.

Raise or lower amount shown for year 1929 to nearest whole dollar.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF GENERAL TAXES

Year Paid

Located on  
schedule,  
Column 8,  
line 1929.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 8, line 1929.

CODE

1934	Full amount paid.....	4
1933	" " " .....	3
1932	" " " .....	2
1931	" " " .....	1
1930	" " " .....	0
1929	" " " .....	9
1928	" " " .....	8
	Paid, year of payment unknown.....	5
	Less than $\frac{1}{2}$ paid.....	6
	More than $\frac{1}{2}$ but not all paid.....	7
	"Released", etc.....	12

1928 Levy

Amount

Located on  
schedule,  
under "Taxes  
Levied during  
the Year",  
Column 4,  
line 1928.

Raise or lower amount shown for year 1928 to nearest whole dollar.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF GENERAL TAXES

Year Paid

Located on  
schedule,  
Column 8,  
line 1928.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 8, line 1928.

CODE

1934	Full amount paid.....	4
1933	" " " .....	3
1932	" " " .....	2
1931	" " " .....	1
1930	" " " .....	0
1929	" " " .....	9
1928	" " " .....	8
	Paid, year of payment unknown.....	5
	Less than $\frac{1}{2}$ paid.....	6
	More than $\frac{1}{2}$ but not all paid.....	7
	"Released", etc.....	12

## DELINQUENCY OF SPECIAL ASSESSMENTS

1932 Special Assessments

Amount

Located on  
schedule,  
under "Special  
Assessments  
Levied during  
the Year",  
Column 9,  
line 1932.

Raise or lower amount shown for year 1932 to nearest whole dollar.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF SPECIAL ASSESSMENTS

Year Paid

Located on  
schedule,  
Column 12,  
line 1932.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 12, line 1932.

CODE

1934	Full amount paid.....	4
1933	" " " .....	3
1932	" " " .....	2
1931	" " " .....	1
1930	" " " .....	0
1929	" " " .....	9
1928	" " " .....	8
	Paid, year of payment unknown.....	5
	Less than $\frac{1}{2}$ paid.....	6
	More than $\frac{1}{2}$ but not all paid.....	7
	"Released", etc.....	12

1931 Special Assessments

Amount

Located on  
schedule,  
under "Special  
Assessments  
Levied during  
the Year",  
Column 9,  
line 1931.

Raise or lower amount shown for year 1931 to nearest whole dollar.



FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF SPECIAL ASSESSMENTS

Year Paid

Located on  
 schedule,  
 Column 12,  
 line 1931.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 12, line 1931.

CODE

1934 Full amount paid..... 4

1933 " " " ..... 3

1932 " " " ..... 2

1931 " " " ..... 1

1930 " " " ..... 0

1929 " " " ..... 9

1928 " " " ..... 8

Paid, year of payment unknown..... 5

Less than  $\frac{1}{2}$  paid..... 6More than  $\frac{1}{2}$  but not all paid..... 7

"Released", etc.....12

1930 Special Assessments

Amount

Located on  
 schedule,  
 under "Special  
 Assessments  
 Levied during  
 the Year",  
 Column 9,  
 line 1930.

Raise or lower amount shown for year 1930 to nearest whole dollar.



FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF SPECIAL ASSESSMENTS

Year Paid

Located on  
schedule,  
Column 12,  
line 1930.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 12, line 1930.

CODE

1934	Full amount paid.....	4
1933	" " " .....	3
1932	" " " .....	2
1931	" " " .....	1
1930	" " " .....	0
1929	" " " .....	9
1928	" " " .....	8
	Paid, year of payment unknown.....	5
	Less than $\frac{1}{2}$ paid.....	6
	More than $\frac{1}{2}$ but not all paid.....	7
	"Released", etc.....	12

1929 Special Assessments

Amount

Located on  
schedule,  
under "Special  
Assessments  
Levied during  
the Year",  
Column 9,  
line 1929.

Raise or lower amount shown for year 1929 to nearest whole dollar.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF SPECIAL ASSESSMENTS

Year Paid

Located on  
schedule,  
Column 12,  
line 1929.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 12, line 1929.

CODE

.....	1934	Full amount paid.....	4
..... " " " .....	1933	" " " .....	3
..... " " " .....	1932	" " " .....	2
..... " " " .....	1931	" " " .....	1
..... " " " .....	1930	" " " .....	0
..... " " " .....	1929	" " " .....	9
..... " " " .....	1928	" " " .....	8
.....	Paid, year of payment unknown.....		5
.....	Less than $\frac{1}{2}$ paid.....		6
.....	More than $\frac{1}{2}$ but not all paid.....		7
.....	"Released", etc.....		12

1928 Special Assessments

Amount

Located on  
schedule,  
under "Special  
Assessments  
Levied during  
the Year,"  
Column 9,  
line 1928.

Raise or lower amount shown for year 1928 to nearest whole dollar.

FARM REAL ESTATE TAX DELINQUENCY  
FORM-1

Cont'd.

## DELINQUENCY OF SPECIAL ASSESSMENTS

Year Paid

Located on  
schedule,  
Column 12,  
line 1928.

The following codes will be assigned to indicate "Year paid", "Paid", or "Amount paid", and must be written in Column 12, line 1928.

	<u>CODE</u>
1934 Full amount paid.....	4
1933 " " " .....	3
1932 " " " .....	2
1931 " " " .....	1
1930 " " " .....	0
1929 " " " .....	9
1928 " " " .....	8
Paid, year of payment unknown.....	5
Less than $\frac{1}{2}$ paid.....	6
More than $\frac{1}{2}$ but not all paid.....	7
"Released", etc.....	12



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INSTRUCTIONS FOR PUNCH OPERATORS

FORM 1

1. The card forms to be used for punching Form 1 are as follows:

FARM REAL ESTATE TAX DELINQUENCY-FORM 1-PLATE #523016

Principal	Color	Manila
Excess Principal	Color	Green
Excess Tractor	Color	Manila, striped green.

2. Before starting to punch a given lot, examine the Schedules to make certain that only Schedules for Form No. 1 and only one State and County are contained therein. Examine the punch machine to see that the correct "X" bar is in place, (etched, Form 1).

When information for any item is not given on a schedule, the "X" key will be depressed, causing the card to be automatically spaced over to the next field.

3. Schedules must be kept in the order received and as cards are punched for same, these cards must be kept in corresponding order. After punching a card, lay it face down to the left of punching machine and do likewise with the schedules, keeping cards and schedules in separate piles. Every schedule MUST have a number and no two schedules for a county should contain identical numbers. If a duplicate schedule number is discovered, or schedule number or numbers found missing, consult the Group Supervisor at once and he will indicate the procedure to be followed.

If it is ever necessary to place a paper clip on a card, the clip should be placed at either end of card but MUST never be placed at top or bottom of card.

Cards are to be boxed by Form Number, State and County, and labels on front of each box properly made out by punch operator.

A sufficient number of wooden blocks and a wedge must be used in each box to hold cards securely.

Group Supervisor will issue instructions where to place completed work.

At the close of shift, operator must mark the work which is not completed "INCOMPLETE". The work label provided for each county must be properly filled out as to operator's name, number, date, etc.

Indicate the first schedule to be punched upon start of next work day by attaching a blank card to the next schedule, to be punched with a paper clip.



INSTRUCTIONS FOR PUNCH OPERATORS

4. If the number of digits in the amount to be punched is less than the number of digits across the field (as it usually will be) the difference must be punched in ciphers to the left of the amount. For example, if the field has four columns (0000) and the amount to be punched is 125, punch "0125".
5. EXCESS CARDS If an item to be punched exceeds the capacity of the field designated for it, it will be necessary to punch excess cards in the following manner:

EXCESS PRINCIPAL (Green)

(Replaces manila when excess occurs)

Punch all information on the schedule and the remaining figures from excess amount in the field in which excess occurs.

EXCESS TRAILER (Manila, striped green)

The following MUST be punched on each trailer card and must correspond exactly to similar columns on the principal excess.

Schedule number, Cols. 1-4 inc., State, Cols. 5 & 6; County Cols. 7 & 8; Minor Civil Division, Cols. 9 & 10; Type of Prop. Col. 11; Year Paid, Col. 34; Check, Col. 35; Yr. Pd. Col. 40; Yr. Pd. Col. 45; Yr. Pd. Col. 50; Yr. Pd. Col. 55; Yr. Pd. Col. 60; Yr. Pd. Col. 65; Yr. Pd. Col. 70; Yr. Pd. Col. 75; Yr. Pd. Col. 80.

If the number of digits in the amount to be punched is greater than the number of digits in the field, one or more excess trailer cards (Manila, striped green) will be required for the excess. On the excess trailer card the identifying information must be punched exactly as on the excess principal card (Green). In the field where the excess occurs, a row of 9's MUST be punched across the entire field, X'ing all remaining fields. (Green excess principal replaces the principal Manila card).

Punch as many excess trailer cards as are necessary to record the excess. This is done with a simple computation, as follows:

Punch excess trailer cards to a number equal to the first digit of the total figure to be punched. For example, if the amount to be punched is 45,354 and the number of digits in the field on the card is four (0000), FOUR EXCESS TRAILER cards must be punched, each with four nines (9999) in this field, and the necessary identifying information. As will be seen, these four excess trailer cards add to a total of 39,996. The difference remaining is 5358, which is to be punched on the excess principal card, - which also carries all the other information to be punched.

INSTRUCTIONS FOR PUNCH OPERATORS

EXCESS CARDS (Continued)

As will be seen by examining the figures given in the example, the first digit (4) designates the number of excess trailer cards to be punched. This same first digit (4) must be added to the remaining four digits (5354) and the amount thus obtained be punched on the excess principal card (5354 plus 4 equals 5358). The total in this field on the five cards (four trailer and one principal) will thus be:

	9999	excess trailer
	9999	excess trailer
	9999	excess trailer
	9999	excess trailer
5354 plus 4 equal	5358	excess principal
	45,354	total of five cards.

Likewise, if the amount to be punched is 145,354 and the number of digits in the field on the card is four (0000). FOURTEEN EXCESS TRAILER cards must be punched each with four nines (9999) in this field and the necessary identifying information. As will be seen, these fourteen excess trailer cards add to a total of 139,986. The difference remaining is 5368, which is to be punched on the excess principal card - which also carries all the other information to be punched.

As will be seen by examining the figures given in the above example, the first two digits (14) designates the number of excess trailer cards to be punched. These same first two digits (14) must be added to the remaining four digits (5354) and the amount thus obtained be punched on the excess principal card (5354 plus 14 equals 5368). The total in this field on the fifteen cards (fourteen trailer and one principal) will be 145,364.

6. In some cases one or more "DUMMY" schedules will be found stapled to other papers and original schedules. Obtain from the Group Supervisor instructions for punching these "DUMMY" schedules.
7. Some columns on the schedule may contain figures which are not entirely legible. Do not punch anything when in doubt but consult the Group Supervisor.
8. A visual check can be made at various times on the completed cards by holding them toward the light and sighting column #35, which should always be punched "1". If light is not seen through all the cards on this column, an error has been made and must be corrected immediately. Likewise, a visual check should be made on State and County punch.

INSTRUCTIONS FOR PUNCH OPERATORS

9. Do not allow partially punched or error cards to collect on the floor or table. Any card which is not to be included in the work MUST be immediately torn half down the center and thrown in the waste basket. When the schedules are returned from the verifying machine operator for correction of errors, lay aside the County being punched and correct such errors immediately.

The cards incorrectly punched have been placed in reverse position by the verifying operator. These cards will be located in the County by virtue of protruding square corner. The only exception to this rule will be for a county marked "R U S H". To avoid errors coming back a second time for correction, check the corrected card visually against the error card. Additional errors will be counted against operators who fail to correct the errors accurately the first time.
10. Remember that accuracy is paramount. Speed will naturally be acquired but is never to be obtained at the expense of accuracy.

Consult the Group Supervisor at all times on any matter which is not entirely clear.

Never leave the room without seeing that cards and schedules are weighted down, so they will not blow off of table.



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SUMMARY CARD TABULATIONS

SORTING

RUN 1--

"DELINQUENCIES TERMINATED"  
FORM 1 & 1B

1. Sort all Summary Cards in State on Type Col. 10  
(Table 7- Cards are not used) Group as instructed
2. Sort each Type Group separately on\*"Table Code"  
Column 70
3. MOST RECENT YEAR COLUMN 3 -- ARRAY 8-9-C-1-2-3
4. Sort each "Most Recent Year Group" separately on  
"YEAR OF LEVY" COLUMN 5  
RETAIN THOSE YEARS CORRESPONDING TO  
"MOST RECENT YEAR" AS  
8-8; 9-9; 0-0; 1-1; 2-2;  
ARRAY 8-9-C-1-2.

5. Sort all cards retained by County -- COLUMNS 9-8

TABULATE: EACH TYPE GROUP ON A SEPARATE SHEET

WIRING

LIST BANK NO. 1

STATE	COUNTY
Cols. 6-7	8-9
INDICATE	MAJOR

LIST BANK NO. 2

* TABLE CODE	--	M. R. YEAR	--	YEAR OF LEVY	--	TYPE
Col. 70		Col. 3		Col. 5		Col. 10
MINOR		MINOR		MINOR		INDICATE

ADDING COUNTERS

1	2	3	4	5
CARD	No. of	M. R. YEAR	M. R. YEAR	TAXES
COUNT	Props	ACRES	A. V.	SPECIAL
Digit 8	Cols. 44-47	12-19	20 - 27	48-55
				56-63

\*When Cards are not Gang Punched for "Table Code" -- use TABLE NUMBER COL. 2





SUMMARY CARDS

FORM 1 & 1B

SORTING

RUN 2.-- "DELINQUENCY DISTRIBUTED BY PERIOD OF DELINQUENCY"

Handle each "TYPE GROUP" separately:

1. Eliminate Table 4 cards from cards tabulated in RUN 1;

(Sort on Col. 75 -- Eliminate Code "4")

(DO NOT INCLUDE REJECTS FROM RUN 1)

Label these Rejects TABLE 4 and place with other

rejects same Type Group

2. Sort cards retained on MOST RECENT YEAR -- Col. 3

ARRAY 8-9-0-1-2-3

3. YEAR START COLUMN 4.

ARRAY 8-9-0-1-2-3

4. COUNTY -- COLS. 9-3

-----  
TABULATE EACH TYPE GROUP ON A SEPARATE SHEET.

WIRING:

No. 1 LIST BANK

STATE

COUNTY

Cols. 6-7 (Indicate)

8-9 (Major

NO. 2 LIST BANK

M. R. YEAR

FIRST YEAR

TYPE

Col.

3 (Minor)

4 (Minor

10 (Indicate)

ADDING COUNTERS

1

2

3

4

5

CARD  
COUNT

No. of PROPS

M. R. YEAR

M. R. YEAR

TAXES

NO. PROPS

ACRES

ASS'D VALUE

48-55

IN COUNTY

Digit 8

COLS. 44-47

Cols. 12-19

20-27

44-47



SUMMARY CARD TABULATION  
FORM 1 & 1B

SORTING

RUN 3 -

"NEW DELINQUENCY"

NOTE - USE ALL SUMMARY CARDS EXCEPT TABLE 7:

HANDLE EACH TYPE GROUP SEPARATELY.

1. Sort each Type Group separately on "TABLE CODE" COL. 70
2. "YEAR START" - Col. 4 ARRAY - 8-9-0-1-2
3. Sort Year Start separately on  
"YEAR OF LEVY" - COL. 5

Retain only those cards showing year of levy corresponding to year start, as 8-8; 9-9; 0-0; etc.

4. Sort all retained by

COUNTY - COLs. 9-8

-----  
TABULATE EACH TYPE GROUP ON A SEPARATE SHEET AS FOLLOWS:  
-----

LIST NO. 1

STATE	COUNTY
Cols. 6-7 (Indicate)	8-9 (Major)

LIST No. 2

FIRST YEAR	YEAR OF LEVY	TABLE CODE	TYPE
COLS. 4 (Minor)	5 (Minor)	70 (Minor)	10 (Indicate)

ADDING COUNTERS

1.	2.	3.	4.	5.
CARD NO. OF PROPS.	FIRST YEAR ACRES	FIRST YEAR ASS'D VALUE	TAXES	SPECIAL ASSESSMENTS
COUNT DIGIT 8	COLS. 44-47	28-35	36-43	48-55
				56-63



SUMMARY TABULATION

FORM 1 & 1B

SORTING

RUN 4. "TOTAL DELINQUENCY"

NOTE: ALL SUMMARY CARDS ARE USED FOR THIS RUN EXCEPT TABLE 7 CARDS

HANDLE EACH TYPE GROUP SEPARATELY

1. Sort each Type Group By

"TABLE CODE" Col. 70

2. "YEAR OF LEVY" Col. 5 - ARRAY 8-9-0-1-2-3

3. COUNTY Cols. 9-8

-----  
TABULATE EACH TYPE GROUP ON A SEPARATE SHEET

NO. 1 LIST

STATE	-	COUNTY
Cols. 6-7 (Indicate)		8-9 (Major)

NO. 2 LIST

TABLE CODE	--	YEAR OF LEVY	--	TYPE
Cols. 70 (Minor		5 (Minor		10 (Indicate)

ADDING COUNTERS

	1	2	3	4	5
CARD	NO. OF PROPS.	M. R. YEAR	M. R. YEAR	TAXES	SPECIAL
COUNT		ACRES	ASS'D VALUE		ASSESSMENTS
DIGIT 8	COLS 44-47	12-19	20-27	48-55	56-63





SUMMARY TABULATION  
FORM 1 & 1B

SORTING

RUN 5. - "DELINQUENCY PAID BY YEAR PAID AND YEAR OF LEVY"

NOTE: ALL SUMMARY CARDS ARE USED IN THIS RUN EXCEPT TABLE 7 CARDS.

HANDLE EACH GROUP SEPARATELY

1. SORT EACH TYPE GROUP BY

\* "TABLE CODE" - Col. 75

2. "YEAR OF LEVY" Col. 5 ARRAY 8-9-0-1-2

3. "YEAR PAID" Col. 11

WILL PRODUCE TWO GROUPS: PAIDS (FIGURES AND 12's)

UNPAIDS (X's) ARRAY 8-9-0-1-2-3-4-5-6-7-12

4. A. - PAIDS - BY COUNTY COLS. 9-8

B. - UNPAIDS - BY COUNTY COLS. 9-8

BOX FOR EACH TYPE GROUP FIRST THE

- PAIDS - RUN 5

then

- UNPAIDS - RUN 5A

-----  
TABULATE "PAIDS" AND "UNPAIDS" FOR EACH TYPE GROUP ON A SEPARATE SHEET  
-----

LABEL PAIDS RUN 5  
" UNPAIDS RUN 5a

NO. 1 LIST BANK

STATE COUNTY  
Cols. 6-7 (INDICATE) 8-9 (Major)

NO. 2 LIST BANK

\* \* YEAR PAID - YEAR OF LEVY - \* TABLE CODE TYPE  
COLS. 11 (MINOR) 5 (MINOR) 75 (MINOR) 10 (INDICATE)

ADDING COUNTERS

	1	2	3	4	5
CARD	NO. OF PROPS.	M. R. YEAR	M. R. YEAR	TAXES	SPECIAL
COUNT		ACRES	ASS'D VALUE		ASSESSMENTS
DIGIT 8	COLS. 44-47	12-19	20-27	48-55	56-63

\*\*FOR UNPAIDS - DISCONNECT, YR. PAID CONTROL AND BLOCK OUT.

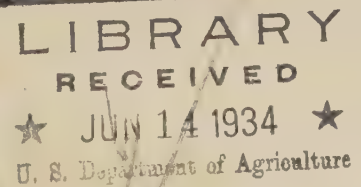
\*When cards are not Gang Punched for "Table Code" - use TABLE NUMBER - Col. 2



June 5, 1934.

INSTRUCTIONS FOR PUNCH OPERATORS

FORM 1-B



1. The card forms to be used for punching Form 1-B are as follows:

FARM REAL ESTATE TAX DELINQUENCY-FORM 1-B-PLATE #523016

Principal	Color	Manila
Excess Principal	Color	Green
Excess Trailer	Color	Manila, striped green

2. As will be noted above, the same card forms will be used to punch Form 1-B as were used for Form 1. Likewise, the same schedule forms have been used. The year line 1932 does not contain information, and, therefore, these schedules are designated as Form 1-B. In punching Form 1-B, there are three differences from the procedure followed with Form 1. First, in the fields headed 1932 both "acres" and "assessed valuation" will be punched for the MOST RECENT YEAR, instead of for 1932. Second, two, year codes will be punched, one in column 16 and one in column 25. Third, the check column, (column 35) will always be punched 2. The last digit of the MOST RECENT YEAR delinquent will be punched in column 16. The last digit of the first year delinquent will be punched in column 25.

Before starting to punch a given lot, examine the Schedules to make certain that only Schedules for Form No. 1-B (schedules on which 1932 line is blank) and only one State and County are contained therein. Examine the punch machine to see that the correct "X" bar is in place, (etched, Form 1.)

When information for any item is not given on a schedule, the "X" key will be depressed, causing the card to be automatically spaced over to the next field.

3. Schedules must be kept in the order received and as cards are punched for same, these cards must be kept in corresponding order. After punching a card, lay it face down to the left of punching machine and do likewise with the schedule, keeping cards and schedules in separate piles. Every schedule MUST have a number, and no two schedules for a County should contain identical numbers. If a duplicate schedule number is discovered, or schedule number or numbers be found missing, consult the Group Supervisor at once and he will indicate the procedure to be followed.

If it is ever necessary to place a paper clip on a card, the clip should be placed at either end of card but MUST never be placed at top or bottom of card.

Cards are to be boxed by Form Number, State and County, and labels on front of each box properly made out by punch operator.

A sufficient number of wooden blocks and a wedge must be used in each box to hold cards securely.

Group Supervisors will issue instructions where to place completed work.

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## INSTRUCTIONS FOR PUNCH OPERATORS

At the close of shift, operator must mark the work which is not completed "INCOMPLETE". The work label provided for each County must be properly filled out as to the operator's name, number, date, etc.

Indicate the first schedule to be punched upon start of next work day by attaching a blank card to the next schedule, to be punched with a paper clip.

4. If the number of digits in the amount to be punched is less than the number of digits across the field (as it usually will be) the difference must be punched in ciphers to the left of the amount. For example, if the field has four columns (0000) and the amount to be punched is 125, punch "0125".

5. EXCESS CARDS If an item to be punched exceeds the capacity of the field designated for it, it will be necessary to punch excess cards in the following manner:

EXCESS PRINCIPAL (Green)

(Replaces manila when excess occurs)

Punch all information on the schedule and the remaining figures from excess amount in the field in which excess occurs.

EXCESS TRAILER (Manila, striped green)

The following MUST be punched on each trailer card and must correspond exactly to similar columns on the excess principal.

Schedule number, Cols. 1-4 inc.; State, Cols. 5 & 6; County, Cols. 7 & 8; Minor Civil Division, Cols. 9 & 10; Type of Prop., Col. 11; Year Code, Col. 16, Year Code, Col. 25, Year Paid, Col. 34; Check, Col. 35; Yr. Pd., Col. 40; Yr. Pd., Col. 45; Yr. Pd., Col. 50; Yr. Pd., Col. 55; Yr. Pd., Col. 60; Yr. Pd., Col. 65; Yr. Pd., Col. 70; Yr. Pd., Col. 75; Yr. Pd., Col. 80.

If the number of digits in the amount to be punched is greater than the number of digits in the field, one or more excess trailer cards (Manila, striped green) will be required for the excess. On the excess trailer card, the identifying information must be punched exactly as on the excess principal card (Green). In the field where the excess occurs, a row of 9's MUST be punched across the entire field, X'ing all remaining fields. (Green Excess Principal replaces the principal Manila card).

Punch as many excess trailer cards as are necessary to record the excess. This is done with a simple computation, as follows:

Punch excess trailer cards to a number equal to the first digit of the total figure to be punched. For example, if the amount to be punched is 45,354 and the number of digits in the field on the card is four (0000) FOUR EXCESS TRAILER cards must be punched, each with four nines (9999) in this field, and the necessary identifying information. As will be seen, these four excess trailer

INSTRUCTIONS FOR PUNCH OPERATORS

EXCESS CARDS (Continued):

cards add to a total of 39,996. The difference remaining is 5358, which is to be punched on the excess principal card,- which also carries all the other information to be punched.

As will be seen by examining the figures given in the example, the first digit (4) designates the number of excess trailer cards to be punched. This same first digit (4) must be added to the remaining four digits (5354) and the amount thus obtained be punched on the Excess Principal card (5354 plus 4 equals 5358). The total in this field on the five cards (four trailer and one principal) will thus be:

	9999	excess trailer
	9999	excess trailer
	9999	excess trailer
	9999	excess trailer
5354 plus 4 equals	5358	excess principal
	45,354	total of five cards.

Likewise, if the amount to be punched is 145,354 and the number of digits in the field on the card is four (0000) FOURTEEN EXCESS TRAILER cards must be punched each with four nines (9999) in this field and the necessary identifying information. As will be seen, these fourteen excess trailer cards add to a total of 139,986. The difference remaining is 5368, which is to be punched on the excess principal card - which also carries all the other information to be punched.

As will be seen by examining the figures given in the above example, the first two digits (14) designates the number of excess trailer cards to be punched. These same first two digits (14) must be added to the remaining four digits (5354) and the amount thus obtained be punched on the Excess Principal card (5354 plus 14 equals 5368). The total in this field on the fifteen cards (fourteen trailer and one principal) will be 145,354.

6. In some cases one or more "DUMMY" schedules will be found stapled to other papers and original schedules. Obtain from the Group Supervisor instructions for punching these "DUMMY" schedules.
7. Some columns on the schedule may contain figures which are not entirely legible. Do not punch anything when in doubt but consult the Group Supervisor.
8. A visual check can be made at various times on the completed cards by holding them toward the light and sighting column #35, which should always be punched "2". If light is not seen through all the cards on this column, an error has been made and must be corrected immediately. Likewise, a visual check should be made on State and County punch.



INSTRUCTIONS FOR PUNCH OPERATORS

9. Do not allow partially punched or error cards to collect on the floor or table. Any card which is not to be included in the work MUST be immediately torn half down the center and thrown in the waste basket.

When the schedules are returned from the verifying machine operator for correction of errors, lay aside the County being punched and correct such errors immediately. The cards incorrectly punched have been placed in reverse position by the verifying operator and these cards will be located in the County by virtue of protruding, square corner. The only exception to this rule will be for a County marked "R U S H". To avoid errors coming back a second time for correction, check the corrected card visually against the error card. Additional errors will be counted against operators who fail to correct the errors accurately the first time.

10. Remember that accuracy is paramount. Speed will, naturally be acquired but is never to be obtained at the expense of accuracy. Consult the Group Supervisor at all times on any matter which is not entirely clear.

Never leave the room without seeing that cards and schedules are weighted down so they will not blow off the table.

June 6, 1934.

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FARM REAL ESTATE TAX DELINQUENCY

FORM 1-B

INSTRUCTIONS FOR PUNCHING

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U. S. Department of Agriculture  
Punch

Item on Card	Columns on Card	Location on Schedule	
Schedule Number	1 - 4 inc.	Upper right Corner over "Card Number".	Numbered figures.
State	5 & 6	Directly below "Card Number".	Red Code figures.
County	7 & 8	Directly below "State".	Red Code figures.
Minor Civil Division	9 & 10	Directly below "County".	Red Code figures.
Type of Prop.	11	Directly below "Minor Civil Division"	Red Code figures.
1932 Acres			
2			
To be used for Most Recent Year Delinquent	12 - 15 inc.	Column (2) Year line showing Most Recent Year.	Figures as edited.
1932 Assessed Valuation			
3			
To be used for Year Code for Most Recent Year Delinquent	16	Column (1) Year line showing Most Recent Year.	Last digit of Most Recent Year.
1932 Assessed Valuation			
3			
To be used for Assessed Valuation for Most Recent Year Delinquent	17 - 20 inc.	Column (3) Year line showing Most Recent Year.	Figures as edited.

FORM 1-B

-2-

Item on Card	Columns on Card	Location on Schedule	Punch
First Year Delinquency Acres	21 - 24 inc.	Column (2)	Figures as edited.
2		Lowest line showing figures.	
First Year Delinquency Assessed Valuation			
3	25	Column (1)	Last digit of First Year Delinquent.
To be used for Year Code for First Year Delinquent		Year line showing First Year Delinquent (Lowest line showing figures.)	
First Year Delinquency Assessed Valuation	26 - 29 inc.	Column (3)	Figures as edited.
3		Year line showing First Year Delinquent	
To be used for Assessed Valuation First Year Delinquent		(Lowest line showing figures.)	
1932 Levy Amount	30 - 33 inc.	Column (4)	Figures as edited.
4		Line 1932.	
1932 Levy Yr. Pd.	34	Column (8)	Red Code figure when shown. Code not shown punch "X".
Check Column	35	Does not show on schedule	Always punch 2.
1931 Levy Amount	36 - 39 inc.	Column (4)	Figures as edited.
4		Line 1931.	
1931 Levy Yr. Pd.	40	Column (8)	Red Code figure when shown. Code not shown punch "X".

## FORM 1-B

-3-

Item on Card	Columns on Card	Location on Schedule	Punch
1930 Levy Amount 4	41 - 44 inc.	Column (4) Line 1930.	Figures as edited.
1930 Levy Yr. Pd.	45	Column (8) Line 1930.	Red Code figures when shown. Code not shown punch "X".
1929 Levy Amount 4	46 - 49 inc.	Column (4) Line 1929.	Figures as edited.
1929 Levy Yr. Pd.	50	Column (8) Line 1929.	Red Code figures when shown. Code not shown punch "X".
1928 Levy Amount 4	51 - 54 inc.	Column (4) Line 1928.	Figures as edited.
1928 Levy Yr. Pd.	55	Column (8) Line 1928.	Red Code figures when shown. Code not shown punch "X".
1932 Special Assessments Amount 9	56 - 59 inc.	Column (9) Line 1932.	Figures as edited.
1932 Special Assessments Yr. Pd.	60	Column (12) Line 1932	Red Code figures when shown. Code not shown punch "X".
1931 Special Assessments Amount 9	61 - 64 inc.	Column (9) Line 1931.	Figures as edited.
1931 Special Assessments Yr. Pd.	65	Column (12) Line 1931	Red Code figures when shown. Code not shown punch "X".



## FORM 1-B

-4-

Item on Card	Columns on Card	Location on Schedule	Punch
1930 Special Assessments Amount 9	66 - 69 inc.	Column (9) Line 1930.	Figures as edited.
1930 Special Assessments Yr. Pd.	70	Column (12) Line 1930.	Red Code figures when shown. Code not shown punch "X".
1929 Special Assessments Amount 9	71 - 74 inc.	Column (9) Line 1929.	Figures as edited.
1929 Special Assessments Yr. Pd.	75	Column (12) Line 1929	Red Code figures when shown. Code not shown punch "X".
1928 Special Assessments Amount 9	76 - 79 inc.	Column (9) Line 1928.	Figures as edited.
1928 Special Assessments Yr. Pd.	80	Column (12) Line 1928	Red Code figures when shown. Code not shown punch "X".



Blanks and figures eliminated in Operations 4,9,14,19,24 are to be labelled "Do not Tab", placed at end of Year Start Group, and consolidate with same group before Sort No. 2.

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OPERATION	#1	#2	#3	#4	#5	#6	#7
CARDS USED	All cards except those used for tables 1 & 2	Group Start 1928	X's from Col. 55	Blanks & Figs. from Col. 55	Groups 1,2,3	Groups 1,2,3	Group Start 1929
SORT ON COLUMN	25	55	80	80	Each group separately 11	Each group separately 16	50
RETAIN	All cards	Two groups X's Blanks & Figs.	Two groups X's Blanks & Figs.	X's	All cards	All cards	Two groups X's Blanks & Figs.
ELIMINATE	Array in Year Start group as 8-9-0-1-3		Label X's as group 1. Blanks & Figs. as group 3.	Blanks & Figs. Label X's as group 2		Label each group Table # 7 Start 1928 for 1928 Ready for Tab.	
OPERATION	#8	#9	#10	#11	#12	#13	#14
CARDS USED	X's from Col. 50	Blanks & Figs. from Col. 50	Groups 1,2,3	Groups 1,2,3	Group Start 1930	X's from Col. 45	Blanks & Figs. from Col. 45
SORT ON COLUMN	75	75	Each group separately 11	Each group separately 16	45	70	70
RETAIN	Two groups X's Blanks & Figs.	X's	All Cards	All cards	Two groups X's Blanks & Figs.	Two groups X's Blanks & Figs.	X's
ELIMINATE		Blanks & Figs.		Label each group Table #7 Start 1929 for 1929 Ready for Tab.		Label X's-Group 1 Blanks & Figs. Group 3	Blanks & Figs. Label X's - Group 2
REMARKS	Label X's-Group 1 Blanks & Figs. group 3	Label X's - Group 2					



OPERATION	#15	#16	#17	#18	#19	#20
CARDS USED	Groups 1, 2, 3	Groups 1, 2, 3	Group Start 1931	X's from Col. 40	Blanks and Figs. Col. 45	Groups 1, 2, 3
SORT ON COLUMN	Each group separately 11	Each group separately 16	40	65	65	Each group separately 11
RETAIN	All cards	All cards	Two groups X's Blanks & Figs.	Two groups X's Blanks & Figs.	X's	All cards
ELIMINATE					Blanks & Figs.	
REMARKS		Label each group Table # 7 Start 1930 for 1930 Ready for Tab.		Label X's group 1 Blanks & Figs. group 3	Label X's - Group 2	
OPERATION	#21	#22	#23	#24	#25	#26
CARDS USED	Groups 1, 2, 3	Group Start 1933	X's from Col. 34	Blanks & Figs, from Col. 34	Groups 1, 2, 3	Groups 1, 2, 3
SORT ON COLUMN	Each group separately 16	34	60	60	Each group separately 11	Each group separately 16
RETAIN	All cards	Two groups X's Blanks & Figs.	Two groups X's Blanks & Figs.	X's	All cards	All cards
ELIMINATE				Blanks & Figs.		
REMARKS	Label each group Table # 7 Start 1931 for 1931 Ready for Tab.		Label X's - Group 1 Blanks & Figs. Group 3	Label X's - group 2		Label each group Table # 7 Start 1933 for 1933 Ready for Tab.

1. 2. 3. 4.

25

7

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----



## Before starting this Sort:

From Group Start 1928: Peel off cards punched 8 in Col. 16, from both figures & X's.  
 From Group Start 1929: Peel off cards punched 9 in Col. 16, from both figures & X's.  
 From Group Start 1930: Peel off cards punched 0 in Col. 16, from both figures & X's.  
 From Group Start 1931: Peel off cards punched 1 in Col. 16, from both figures & X's.

These cards and Group Start 1933 are no longer used in Table 2. Identify and place back in the box.

Blanks eliminated in Operations 1, 4, 7 must be labelled "Do Not Tab," placed at end of Year Start Group, and consolidated with the same Group before Sort No. 3.

OPERATION	#1	#2	#3	#4	#5	#6
CARDS USED	S. A. only Start 1928	Figures & X's from Col. 75	Figures & X's from Col. 75	S. A. only Start 1929	Figures & X's from Col. 70	Figures & X's from Col. 70
SORT ON COLUMN	75	Each group separately 11	Each group separately 16	70	Each group separately 11	Each group separately 16
RETAIN	Two groups figures & X's	All cards	All cards	Two groups figures & X's	All cards	All cards
ELIMINATE	Blanks			Blanks.		
REMARKS			Label each group Table # 2 Start 1928 for 1929 Ready for Tab.			Label each group Table # 2 Start 1929 for 1930 Ready for Tab.
OPERATION	#7	#8	#9	#10	#11	#12
CARDS USED	S. A. only Start 1930	Figures & X's from Col. 65	Figures & X's from Col. 65	S. A. only Start 1931	Figures & X's from Col. 60	Figures & X's from Col. 60
SORT ON COLUMN	65	Each group separately 11	Each group separately 16	60	Each group separately 11	Each group separately 16
RETAIN	Two groups figures & X's	All cards	All cards	Two groups figures & X's	All cards	All cards
ELIMINATE	Blanks					
REMARKS			Label each group Table # 2 Start 1930 for 1931 Ready for Tab.			Label each group Table # 2 Start 1931 for 1933 Ready for Tab.





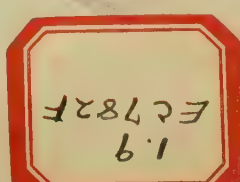
FORM 1-B.  
SORT NO. 3 FOR TABLE NO. 1.

AUGUST 6, 1934

Before starting this sort:

From group Start 1928. Peel off cards punched 9 in Col. 16 from both figures and X's.  
From group Start 1929. Peel off cards punched 0 in Col. 16 from both figures and X's.  
From group Start 1930. Peel off cards punched 1 in Col. 16 from both figures and X's.  
These cards and group Start 1931 are no longer used for Table No. 1. Consolidate blanks eliminated in Sort 2 with correct year Start group. Blanks eliminated in Operations 1 and 4 are to be labeled "Do Not Tab.", placed at end of each year start group, and consolidated with same group before Sort 4 for Table 1.

OPERATION	#1	#2	#3	#4	#5
CARDS USED	Levy only Start in 28	Figures and X's from Col. 45	Figures and X's from Col. 45	Levy only Start in 1929	Figures and X's from Col. 40
SORT ON COLUMN	45	Each group separately 11	Each group separately 16	40	Each group separately 11
RETAIN	Two groups Figures and X's	All cards	All cards	Two groups Figures and X's	All cards
ELIMINATE	Blanks			Blanks	
REMARKS			Label each group Table No. 1 Start 1928 for 1930 Ready for tab.		
OPERATION	#6	#7	#8	#9	
CARDS USED	Figures and X's from Col. 40	Levy only Start in 1930	Figures and X's from Col. 34	Figures and X's from Col. 34	
SORT ON COLUMN	Each group separately 16	34	Each group separately 11	Each group separately 16	
RETAIN	All cards	Two groups Figures and X's	All cards	All cards	
ELIMINATE					
REMARKS	Label each group Table No. 1 Start 1929 for 1931 Ready for tab.			Label each group Table No. 1 Start 1930 for 1933 Ready for tab.	





Before starting this Sort:

From Group Start 1928: Peel off cards punched O in Col. 16, from both figures & X's.  
From Group Start 1929: Peel off cards punched 1 in Col. 16, from both figures & X's.

These cards and Group Start 1930 are no longer used for Table #1.  
Consolidate blanks eliminated from Sort # 3 with correct Year Start Group.  
Blanks eliminated in Operation 1 are to be labelled "Do Not Tab," placed at end of Year Start Group, and consolidated with same Group before Sort #5.

OPERATION	#1	#2	#3	#4	#5	#6
CARDS USED	Levy only Start 1928	Figures & X's from Col. 40	Figures & X's from Col. 40	Levy only Start 1929	Figures & X's from Col. 34	Figures & X's from Col. 34
SORT ON COLUMN	40	Each group separately 11	Each group separately 16	34	Each group separately 11	Each group separately 16
RETAIN	Two groups Figures & X's	All cards	All cards	Two groups Figures & X's	All cards	All cards
ELIMINATE	Blanks			Blanks		
REMARKS			Label Each group Table # 1 Sort 1928 for 1931 Ready for Tab.			Label Each group Table # 1 Start 1929 for 1933 Ready for Tab.





OPERATION	#1	#2	#3	#4
CARDS USED	All cards for Yr. St. 1928 from Sort 4 Table 7	Blanks & Figures from Col. 34	X's from Operation 1 Col. 34	Groups 1, 2 & 3 from Operations 2 & 3 Col. 60
SORT ON COLUMN	34	60	60	Each group separately 11
RETAIN	Two groups Blanks & Figures X's	X's	Two groups Blanks & Figures X's	All cards
ELIMINATE	Label Each group separately	Blanks & Figures Label X's as Group 2 Table 7 Yr. St. 1928 for 1932	Label Blanks & Figures as Group 3. X's as Group 1. Label each group separately Table 7 Yr. St. 1928 for 1932	Place Each group separately and note the 11's & 12's.
REMARKS				



Before starting this Sort:

From Group Start 1928: Peel off cards punched 1 in Col. 16, from both fig. & X's.

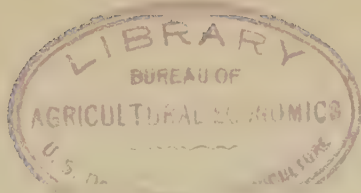
These cards and Group Start 1929 are no longer used for Table no. 1.

Consolidate blanks eliminated from Sort no. 4 with correct Year Start Group.

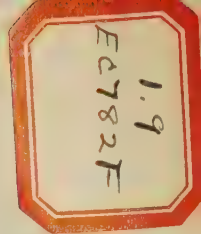
OPERATION	#1	#2	#3
CARDS USED	Levy only Start in 1928	Figures & X's from Col. 34	Figures & X's from Col. 34
SORT ON COLUMN	34	Each group separately 11	Each group separately 16
RETAIN	Two groups Figures & X's	All Cards	All Cards
ELIMINATE			
REMARKS	Label each group Table #1 Start 1928 for 1933 Ready for Tab.		



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August 4, 1934.



FARM REAL ESTATE TAX DELINQUENCY

FORM 1-C

INSTRUCTIONS FOR PUNCHING

Item on Card	Columns on Card	Location on Schedule	Punch
Schedule Number	1 - 4 inc.	Upper right Corner over "Card Number"	Numbered figures.
State	5 & 6	Directly below "Card Number".	Red Code figures.
County	7 & 8	Directly below "State".	Red Code figures.
Minor Civil Division	9 & 10	Directly below "County".	Red Code figures.
Type of Prop.	11	Directly below "Minor Civil Division"	Red Code figures.
1932 Acres 2	12 - 15 inc.	Column (2) Line 1932	Figures as edited.
1932 Assessed Valuation 3			
To be used for Year Code for first consecutive year delinquent.	16	Column (1) at left of 1932	Red Code figure.
1932 Assessed Valuation 3	17 - 20 inc.	Column (3) Line 1932	Figures as edited.
First Year Delinquency Acres 2	21 - 24 inc.	Column (2) Lowest line showing figures.	Figures as edited.



1846

1846

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## FORM 1-C

-2-

Item on Card	Columns on Card	Location on Schedule	Punch
First Year Delinquency Assessed Valuation 3	25	Column (1) At left of year line showing First Year Delinquent (Lowest line showing figures).	Red Code figure
To be used for Year Code for First Year Delinquent			
First Year Delinquency Assessed Valuation 3	26 - 29 inc.	Column (3) Year line showing First Year Delinquent (Lowest line showing figures).	Figures as edited.
1932 Levy Amount 4	30 - 33 inc.	Column (4) Line 1932	Figures as edited.
1932 Levy Yr. Pd.	34	Column (8) Line 1932.	Red Code figure when shown. Code not shown punch "X".
Check Column	35	Does not show on schedule	ALWAYS PUNCH <u>3</u> .
1931 Levy	36 - 40 inc.	Not to be used	"X"
1930 Levy	41 - 45 inc.	Not to be used	"X"
1929 Levy	46 - 50 inc.	Not to be used	"X"
1928 Levy Amount 4	51 - 54 inc.	Column (4) Line 1933.	Figures as edited
To be used for 1933 Levy Amount			
1928 Levy Yr. Pd.	55	Column (8) Line 1933.	Red Code figures when shown. Code not shown punch "X".
To be used for 1933 Levy Yr. Pd.			

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FARM REAL ESTATE TAX SALE AND TAX DEED

-----  
(Owner's name)

-----  
(Owner's address)

Are there buildings on the property?

Yes ☐ No ☐ No record ☐

Legal description of property	Section	Township	Range
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

Card number -----

State -----

County -----

Minor civil division -----

Type of property -----

Year	Acres	Assessed valuation of real estate (land and buildings)	Real estate taxes due			Real estate tax sale				Tax deed				Supplement-ary data (see in-structions)
			General taxes due	Special assessments due	Total taxes and special assessments due	Consider-ation *	Buyer		Year of redemption (if redeemed)	Year	Buyer		Year of redemption (if redeemed)	
							Private	Public			Private	Public		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1933														
1932														
1931														
1930														
1929														
1928														

\* The "consideration" may be an amount of money, rate of interest, fraction of area, number of acres, or other consideration (see instructions). Check the kind of special assessments recorded as delinquent; Road and bridge district -----; Drainage and levy district -----; Irrigation district -----; Forest fire protection district -----; Other -----

Remarks: -----

Initials of record taker -----





August 18, 1934

FORM 2

TABLES

Table No. 1

Use cards showing "Taxes" with NO "Special Assessments" for any year.

The cards are grouped by Year of First Sale and Year of Most Recent Sale, and tabulated for each year within the group by Type of Property, Buyer, and Year Redeemed. Unredeemed are tabulated separately by Type of Property and Buyer.

Table No. 2

Use cards showing "Special Assessments" with NO "Taxes" for any year.

The cards are grouped by Year of First Sale and Year of Most Recent Sale, and tabulated for each year within the group by Type of Property, Buyer, and Year Redeemed. Unredeemed are tabulated separately by Type of Property and Buyer.

Table No. 3-4

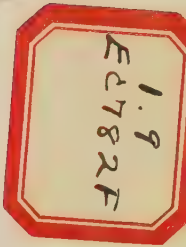
Use cards showing both "Taxes" and "Special Assessments" for the same year.

The cards are grouped by Year of First Sale and Year of Most Recent Sale, and tabulated for Taxes and Special Assessments for each Year within the group by Type of Property, Buyer, and Year Redeemed. Unredeemed are tabulated separately by Type of Property and Buyer.

Table No. 5

Use cards showing "Taxes" but NO "Special Assessments" for same year.

Cards are grouped by Year of First Sale and Year of Most Recent Sale, and tabulated for Taxes for each year within the group by Type of Property, Buyer, and Year Redeemed. Unredeemed are tabulated separately by Type of Property and Buyer.





## Table No. 6

Use cards showing "Special Assessments" but NO "Taxes" for same year.

Cards are grouped by Year of First Sale and Year of Most Recent Sale, and tabulated for Special Assessments for each Year within the group by Type of Property, Buyer, and Year Redeemed. Unredeemed are tabulated separately by Type of Property and Buyer.

## Table No. 8

Use cards showing "Deed" information.

Cards are grouped by Year of First Sale and Year of Most Recent Sale, and tabulated for each Year within the group by Type of Property, Year of Deed, Deed Buyer, and Year Deed Redeemed. Unredeemed are tabulated separately by Type of Property, Year of Deed, and Deed Buyer.



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FARM REAL ESTATE TAX SALE AND TAX DEED

FORM 2

Instructions for group supervisors

and coders





May 17, 1934.

FARM REAL ESTATE TAX SALE AND TAX DEED  
FORM-2

Group Supervisors

Group supervisors of editing and coding will familiarize themselves with the nature of all items called for on the schedule. Data which are peculiar or especially difficult of interpretation should be referred to the supervisor.

Not all items that appear on the schedule, however, will be edited. Those which are to be edited are discussed in the following paragraphs. Among those items which are to be edited, there may be in a given case some which cannot be completed unless other items are referred to for comparison. By that, it is meant that a check can be put upon one item by studying the information shown under an item not in the regular list of answers. Some of the principal checks are given below.

Acreage figures given in column (2) may be checked by referring to the "Legal Description of Property," located at the upper center of the schedule. In many states the description will be in terms of "sections".

One "section" equals.....640 acres.

One "half section" or "half" equals.....320 acres.

One "quarter section" or "quarter" equals.....160 acres.

A "quarter section" is regularly divided into two equal parts known as "eighties" or into four equal parts known as "forties".

"Quarter sections" (160 acres), "eighties" (80 acres), "forties" (40 acres) are described by points of the compass. The "S.W. q. of N.W. q.", or the "S.W.  $\frac{1}{4}$  of N.W.  $\frac{1}{4}$ ", or the "S.W. of N.W.", refers to the southwest quarter of the northwest quarter of a given section, and should contain approximately 40 acres.

Not all surveys are accurate, and the acreage of a property may thus

vary from this uniform scale. Whenever the description of the property is not in terms of "sections", as is the case in some states, no such check on acreage is available. Acreage shown on a given schedule may change during the period covered by the schedule. If such a change is over 50 percent, the data previous to the change should not enter tabulation. In such a case, instruct the coder to draw lines through all lines of data previous to (below on the schedule) the change in acreage.

If a schedule shows that a property lies in more than one township (Minor Civil Division), unless the property exceeds 1000 acres, it should be included in whichever township the greatest acreage is shown. Where the acreage is equally divided between two or more townships, include the schedule in the first township listed under the "Legal Description of Property".

Type of property, as noted in the instructions for coders, appears on the schedule directly under "Minor Civil Divisions". This must be used, however, in combination with the question concerning buildings on the property, asked at the upper left, and answered by a check for "yes", "no", or "no record". In case the question concerning buildings is left blank, the first line under the main body of the schedule should be examined, ("If there are buildings on the property, give the assessed valuation of improvements (buildings) in most recent year of delinquencies"). If improvements were assessed, coders should assume that there are buildings on the property.

The use of columns (4) to (7) may vary somewhat. "General Taxes due" and "Special assessments due" may be shown both with and without the inclusion of "penalties and interest". In that case, effort must be spent in keeping a given county uniform throughout. It is desirable also to keep each State uniform in this regard. If in doubt on this matter, consult the supervisor. Differences in procedure or interpretation between counties

within a given State should be reported to the supervisor.

A check or year given in column (10) indicates that the property was redeemed. The year, if given, represents the year of redemption. If check appears, it should be coded using the last digit of the year to which the line corresponds. If checks appear to be used otherwise for this item in a given county, investigate other cards for the county, and if still in doubt, consult the supervisor.

A "Tax deed", columns (11) to (15) may appear on the same line with a "tax sale", or on another line, or not appear at all. Column (11) should be given a code number corresponding to the line, as noted in the instructions to coders. Columns (12) to (14) should be handled in a way entirely analagous to columns (8) to (10).

Schedules must be kept in the order received. Rejected schedules should be marked "R" adjacent to the item on which rejected.

#### Coders

If any column which is to be coded appears to contain wrong or irregular data, or if the data which should be coded seem to be in a wrong column, consult the group supervisor.

In the case of any particular state or particular county or particular minor civil division, the name of the state, county or minor civil division may not appear on the first schedule. If such an instance is found, one of the following half-dozen schedules for the same minor civil division should supply the missing name. If it does not do so, consult your group supervisor.

Not all columns of the schedule will contain data, and not all data which appear will be coded. If items seem to be out of place or otherwise

extraordinary, consult the group supervisor. If the acreage of a property shown on a given schedule changes more than 50 percent at any time during the period of delinquency, draw a line through each line of data preceeding (below on the schedule) the change, and do not code the lines thus marked out.

Schedules must be kept in the order received. Rejected schedules should be marked "R" adjacent to the item on which rejected.



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FORM 2

SUMMARY CARD TABULATIONS

RUNS I and 2 "FIRST SALES" by YEAR of SALE

- SORTING:

All summary cards for the state sorted as follows:

1. Type (Col. 10) Group as instructed
2. Each Type Group
  - (a) Yr. Start (Col. 4)-Eliminate blanks (Deed cards)
  - (b) Each year start group sorted on Year of Sale (Col. 5)

Retain year corresponding to the year start as 8-8; 9-9; etc.

- (c) All cards retained by:

Yr. of Sale (Col. 5) Array 8-9-0-1-2-3

\* Table Code (Col. 70)

County (Cols. 6-8)

Buyer (Col. 11) - Gives two groups for Runs 1 and 2. Buyer code "0" are eliminated from all Runs

TABULATING:

Tabulate each Type Group for each Run on a separate sheet:

List No. 1	State	Major
	County	
List No. 2	Buyer	
	* Table Code (Col. 70)	Minor
	First Yr.	
	Yr. of Sale	
	Type	Indicate only

Area No.

I	2	3	4	5
No. of Prop- erties	Acres	Assessed Value	Taxes	Special Assm't.

\*When Cards are not Gang Punched for "Table Code" -- use TABLE NUMBER -- Col. 2



F O R M 2

SUMMARY CARD TABULATIONS

"All Sales" by Year of Sale and Year Redeemed

RUNS 3 and 4 All Summary Cards

SORTING:

I. Each Type Group for each Type of Buyer (not using Buyer "O")

(a) Yr. of Sale (Col. 5) Array 8-9-0-1-2-3

(b) Sort Yr. Redeemed (Col. 12) making two groups -figures and X's

(c) Figures and X's separately on

\* Table Code (Col. 70)

County (Cols. 6-8)

Label:	Redeemed:	Private Buyer	-----3A
	"	Public	" -----4A
	Unredeemed:	Private	" -----3C
	"	Public	" -----4C

Note: Any cards coded "12" (Assigned or Sold) in Col 12 are handled same as Redeemed or Unredeemed as Run 4B.

TABULATING:

Tabulate each Run for each Type Group on a separate sheet as follows:

List No. 1	State	Major
	County	
List No. 2	Buyer	Minor
	* Table Code (Col. 70)	
	Yr. of Sale	
	Yr. Redeemed	
	Type	Indicate only

ADD:

1	2	3	4	5
No. of Prop- erties	Acres	Assessed Value	Taxes	Special Assm'ts

Note: On Runs 3C, 4B and 4C - Remove control on "Yr. Redeemed" and block out.

\*When Cards are not Gang Punched for "Table Code" - use TABLE NUMBER - Col. 2



SUMMARY CARD TABULATIONS

RUNS 5 and 6 "Last Sales Still Unredeemed"

SORTING:

1. Sort each Type Group for each Type of Buyer (not using Buyer "0")
  - (a) Yr. of Sale (Col. 5) Array 8-9-0-1-2-3
  - (b) Each Yr. of sale separately on Most Recent Yr. (Col. 3) -- Retain those yrs. corresponding to the Yr. of Sale, as 8-8, 9-9; etc. Array 8-9-0-1-2-3
  - (c) Sort all cards retained by:
 

Yr. Redeemed (Col. 12) Retain "X's"
  - (d) Unredeemed retained in (c)
 

\*Table Code (Col. 70)

County (Col. 9-8)

State (when necessary)

TABULATING:

List No. 1	State	
	County	Major
List No. 2	Buyer	
	* Table Code (Col. 70)	...
	Yr. of Sale	...Minor
	Most Recent Yr.	
	Type	Indicato

ADD:

1	2	3	4	5
No. of Prop- erties	Acres	Assessed Value	Taxes	Special Assm'ts

\*When Cards are not Gang Punched for "Table Code" - use TABLE NUMBER - Col. 2





SUMMARY CARD TABULATIONS

RUNS 7 and 8 "Deeds" by Year of Deed and Year Deed Redeemed

SORTING:

1. Sort all Deed cards (showing information in cols. 49,50,51) into same Type Groups used in other Runs.
2. Each Type Group:
  - (a) Yr. Deed Redeemed (Col. 51) -  
  
Retain two groups; Redeemed and Unredeemed
  - (b) Each group of Redeemed and Unredeemed separately by Yr. of Deed (Col. 49)--array 8-9-0-1-2-3 --Then County (9-8); then Deed Buyer (Col. 50), giving:  
  
Run 7A Redeemed to Private Buyer  
  
Run 7B Unredeemed to Private Buyer  
  
Run 8A Redeemed to Public Buyer  
  
Run 8B Unredeemed to Public Buyer

TABULATING:

List No. 1	State	Major
	County	
List No. 2	Deed Buyer	Minor
	Yr. Deed	
	Yr. Deed Redeemed	
	Type	Indicate

Note:

On Runs 7B and 8B remove control on "Yr. Redeemed" and block out.



August 30, 1934

## FORM 2

## REVISED CHECKS

TABLE 1

(Taxes Only)

For the "Year Start" and the "Most Recent Year" there should be no rejects.

When all cards are included, Redeemed, Unredeemed and Rejects, if any, the totals for every year within each "Year Start" group should be identical for the following items:

Most Recent Year--Acres and Assessed Valuation

Number of Properties (Card Count, less Excess)

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1870

1871

1872

1873

1874

1875

1876

1877

1878



August 30, 1934

FORM 2

REVISED CHECKS

TABLE 2

(Special Assessments Only)

For the "Year Start" and the "Most Recent Year" there should be no rejects.

When all cards are included, Redeemed, Unredeemed, and Rejects, if any, the totals for every year within each "Year Start" group should be identical for the following items:

Most Recent Year--Acres and Assessed Valuation

Number of Properties (Card Count, less Excess)

1.  $\frac{1}{2} \log \frac{1}{2}$   
 2.  $\frac{1}{2} \log \frac{1}{2}$   
 3.  $\frac{1}{2} \log \frac{1}{2}$

$$x^2 = (x-1) + (x+1)$$

1.  $\frac{1}{2} \log \frac{1}{2}$   
 2.  $\frac{1}{2} \log \frac{1}{2}$   
 3.  $\frac{1}{2} \log \frac{1}{2}$   
 4.  $\frac{1}{2} \log \frac{1}{2}$   
 5.  $\frac{1}{2} \log \frac{1}{2}$   
 6.  $\frac{1}{2} \log \frac{1}{2}$   
 7.  $\frac{1}{2} \log \frac{1}{2}$   
 8.  $\frac{1}{2} \log \frac{1}{2}$   
 9.  $\frac{1}{2} \log \frac{1}{2}$   
 10.  $\frac{1}{2} \log \frac{1}{2}$

1.  $\frac{1}{2} \log \frac{1}{2}$   
 2.  $\frac{1}{2} \log \frac{1}{2}$

August 30, 1934

FORM 2

REVISED CHECKS

TABLES 3-4, 5 and 6

Tables 3-4: Taxes and Special Assessments for the same year.  
Table 5: Taxes but no Special Assessments for the same year.  
Table 6: Special Assessments but no Taxes for the same year.

For the "Year Start" and the "Most Recent Year" there should be no rejects.

When all cards are included Redeemed, Unredeemed, and Rejects, if any, the sum of the totals from Tables 3-4, 5 and 6 for every year within each "Year Start" group should be identical for the following items:

Most Recent Year--Acres and Assessed Valuation

Number of Properties (Card Count, less Excess)

$$x_0 = \frac{1}{\sqrt{2}} \begin{pmatrix} 1 \\ -1 \end{pmatrix}, x_1 = \frac{1}{\sqrt{2}} \begin{pmatrix} 1 \\ 1 \end{pmatrix}, x_2 = \frac{1}{\sqrt{2}} \begin{pmatrix} -1 \\ 1 \end{pmatrix}, x_3 = \frac{1}{\sqrt{2}} \begin{pmatrix} -1 \\ -1 \end{pmatrix}$$

May 17, 1934.

FARM REAL ESTATE TAX SALE AND TAX DEED

FORM-2

INSTRUCTIONS FOR EDITING AND CODING

SCHEDULE NO.

Located on upper  
right corner of  
schedule.

Bates numbering machine will be used to number  
the schedules starting with No. 1 for the first  
schedule in each County.

STATE

Located directly  
below "Card number".

Department of Agriculture Code to be used.  
Write code number at right of State name on  
same line.

COUNTY

Located directly  
below "State".

Department of Agriculture Code to be used.  
Write code number at right of County name on  
same line.

MINOR CIVIL DIVISION

Located on schedule  
directly below  
"County".

In some States or counties the group supervisor  
will instruct coders to use "Township and Range",  
located in the two right hand columns of the box  
in the upper center of the schedule, entitled  
"Legal Description of Property".

Upon starting a county, group supervisors  
will issue either "Minor Civil Division" or  
"Township and Range" Code.

Write code number at right of "Minor Civil  
Division".

If the schedule shows a property of more  
than 1000 acres split between two or more town-  
ships, code the "Minor Civil Division" 00.

TYPE OF PROPERTY

Located on schedule:  
(a) directly below  
"Minor Civil Division";  
and (b) at upper left  
of schedule, under  
"Owner's name and  
Owner's address",  
answering the question,  
"Are there buildings  
on the property"?



FARM REAL ESTATE TAX SALE AND TAX DEED

FORM-2

Cont'd.

TYPE OF PROPERTY

The following codes will be assigned to describe both items (a) and (b) in combination and will be entered to the right of "Type of Property". Farms not marked "irrigated" should be included as "dry land farms" or "unirrigated farms" and coded as 1, 2 or 3 as called for below. Properties marked only "irrigated" should be coded as "irrigated farms".

CODE

No information.....	0
Farm with buildings.....	1
Farm without buildings.....	2
Farm with no record of buildings.....	3
Farm with buildings, irrigated.....	4
Farm without buildings or with no record of buildings, irrigated.....	5
Range, pasture or grazing land.....	6
Forest.....	7
Cut-over.....	8
Swamp.....	9
Waste (Miscellaneous waste land).....	X
Mineral.....	12

YEAR

Located on schedule  
Column 1.

Write the last digit of the MOST RECENT YEAR of tax sale at the top of "Year" Column (1), just above the Column number.

ACRES

Located on schedule  
Column 2.

The acres figure shown for the MOST RECENT YEAR to be raised or lowered to the nearest whole number, as is shown in the following examples.  
49.75 or  $49\frac{3}{4}$  acres should be written as 50 acres; 49.5 or  $49\frac{1}{2}$  acres should also be written as 50 acres; 49.4 or  $49\frac{4}{10}$  acres should be written as 49 acres. To the acre figures for the MOST RECENT YEAR, thus expressed in whole numbers, apply the following code.

Write code number immediately at the right of the year in Column 1.

FARM REAL ESTATE TAX SALE AND TAX DEED  
FORM-2

Cont'd.  
ACRES

<u>ACRES</u>	<u>CODE</u>
3 to 9.....	1
10 to 19.....	2
20 to 49.....	3
50 to 99.....	4
100 to 174.....	5
175 to 259.....	6
260 to 499.....	7
500 to 999.....	8
1000 to 4999.....	9
5000 to 9999.....	10
10,000 and over.....	X

ASSESSED VALUATION  
OF REAL ESTATE  
(Land and Buildings)

Located on schedule,  
Column 3.

Raise or lower the amount shown for the MOST  
RECENT YEAR to the nearest whole dollar, as is  
shown in the following examples:

49.75 should be written as 50; 49.50 should  
also be written as 50; 49.40 should be written  
as 49.

REAL ESTATE TAXES DUE

General taxes due

Located on  
schedule,  
Column 4.

Raise or lower the amount shown on each line  
to the nearest whole dollar.

Special assessments due

Located on  
schedule,  
Column 5.

Raise or lower the amount shown on each line  
to the nearest whole dollar.

FARM REAL ESTATE TAX SALE AND TAX DEED  
FORM-2

## REAL ESTATE TAX SALE

Buyer

Located on  
schedule either  
Column 8 or 9.

Code the type of Buyer for each line as shown below, and write the code number in Column 9.

CODE

No information..... 0

Private..... 1

Public..... 2

Year of Redemption  
(if redeemed)

Located on  
schedule,  
Column 10.

Code each line. If a check appears, code the last digit of the year appearing on the same line at the left margin of the schedule. If a check or other symbol shows that the property was redeemed but the year of redemption is unknown, apply the figure 5 as the code. Write the code number in Column 10.

## TAX DEED

Year

Located on  
schedule,  
Column 11.

If year appears, no coding necessary. If check or blank appears, but evidence of a deed appears in Column 12 or 13, code the last digit of the year appearing on the same line at the left margin of the schedule. Write the code number in Column 11.

FARM REAL ESTATE TAX SALE AND TAX DEED  
FORM-2

Cont'd.  
TAX DEED

Buyer

Located on  
schedule either  
Column 12 or 13.

Code the type of buyer as shown below, and  
write the code number in Column 13.

CODE

No information..... 0

Private..... 1

Public..... 2

Year of Redemption  
(if redeemed)

Located on  
schedule,  
Column 14.

I If year appears, no coding necessary. If  
check appears, code the last digit of the  
year appearing on the same line at the left  
margin of the schedule. Write the code  
number in Column 14.





June 7, 1934.

INSTRUCTIONS TO PUNCH OPERATORS

FORM 2

1. The card forms to be used for punching Form 2 are as follows:

FARM REAL ESTATE TAX DELINQUENCY-FORM 2-PLATE #523017

Principal	Color	Red
Excess Principal	Color	Yellow
Excess Trailer	Color	Red, striped yellow.

2. Before starting to punch a given lot, examine the Schedules to make certain that only Schedules for Form No. 2, and only one State and County are contained therein. Examine the punch machine to see that the correct "X" bar is in place, (etched, Form 2).

When information for any item is not given on a schedule, the "X" key will be depressed, causing the card to be automatically spaced over to the next field.

3. Schedules must be kept in the order received and as cards are punched for same, these cards must be kept in corresponding order. After punching a card, lay it face down to the left of punching machine and do likewise with the schedule, keeping cards and schedules in separate piles. Every schedule MUST have a number, and no two schedules for a County should contain identical numbers. If a duplicate schedule number is discovered, or schedule number or numbers be found missing, consult the Group Supervisor at once and he will indicate the procedure to be followed.

If it is ever necessary to place a paper clip on a card, the clip should be placed at either end of card but MUST never be placed at top or bottom of card.

Cards are to be boxed by Form Number, State and County, and labels on front of each box properly made out by punch operator.

A sufficient number of wooden blocks and a wedge must be used in each box to hold cards securely.

Group Supervisors will issue instructions where to place completed work.

At the close of shift, operator must mark the work which is not completed "INCOMPLETE". The work label provided for each County must be properly filled out as to the operator's name, number, date, etc.

Indicate the first schedule to be punched upon start of next work day by attaching a blank card to the next schedule to be punched, with a paper clip.

4. If the number of digits in the amount to be punched is less than the number of digits across the field (as it usually will be) the difference must be punched in ciphers to the left of the amount. For example, if the field has four columns (0000) and the amount to be punched is 125, punch "0125".

INSTRUCTIONS TO PUNCH OPERATORSFORM 2

5. EXCESS CARDS If any item to be punched exceeds the capacity of the field designated for it, it will be necessary to punch excess cards in the following manner:

EXCESS PRINCIPAL (Yellow)

(Replaces Red when excess occurs)

Punch all information on the schedule and the remaining figures from excess amount in the field in which excess occurs.

EXCESS TRAILER (Red, striped Yellow)

The following MUST be punched on each trailer card and must correspond exactly to similar columns on the excess principal.

Schedule number, Cols. 1-4 inc.; State, Cols. 5 & 6; County, Cols. 7 & 8; Minor Civil Division, Cols. 9 & 10; Type of Prop., Col. 11; Yrs. Sold, Col. 12; Yrs. Sold, Col. 13; Acres Size, Col. 14; Tally, Col. 26; Tally, Col. 37; Buyer, Col. 38; Yr. Redeemed, Col. 39; Check, Col. 40; Yr. of Deed, Col. 41; Deed Buyer, Col. 42; Yr. Deed Redeemed, Col. 43; Tally, Col. 54; Buyer, Col. 55; Yr. Redeemed, Col. 56; Tally, Col. 67; Buyer, Col. 68; Yr. Redeemed, Col. 69; Tally, Col. 78; Buyer, Col. 79; Yr. Redeemed, Col. 80.

If the number of digits in the amount to be punched is greater than the number of digits in the field, one or more excess trailer cards (Red, striped Yellow) will be required for the excess. On the excess trailer card the identifying information must be punched exactly as on the excess principal card (yellow). In the field where the excess occurs, a row of 9's MUST be punched across the entire field, X'ing all remaining fields. (Yellow Excess Principal replaces the principal Red card).

Punch as many excess trailer cards as are necessary to record the excess. This is done with a simple computation, as follows:

Punch excess trailer cards to a number equal to the first digit of the total figure to be punched. For example, if the amount to be punched is 45,354 and the number of digits in the field on the card is four (0000) FOUR EXCESS TRAILER cards must be punched, each with four nines (9999) in this field, and the necessary identifying information. As will be seen, these four excess trailer cards add to a total of 39,996. The difference remaining is 5358, which is to be punched on the excess principal card, - which also carries all the other information to be punched.

As will be seen by examining the figures given in the example, the first digit (4) designates the number of excess trailer cards to be punched. This same first digit (4) must be added to the remaining four digits (5354) and the amount thus obtained be punched on the excess principal card (5354 plus 4 equals 5358). The total in this field on the five cards (four trailer and one principal) will thus be:

INSTRUCTIONS TO PUNCH OPERATORSFORM 2EXCESS CARDS (Continued)

	9999 excess trailer
	9999 excess trailer
	9999 excess trailer
	9999 excess trailer
5354 plus 4 equals	<u>5358</u> excess principal
	45,354 total of five cards

Likewise, if the amount to be punched is 145,354 and the number of digits in the field on the card is four (0000) FOURTEEN EXCESS TRAILER cards must be punched each with four nines (9999) in this field and the necessary identifying information. As will be seen, these fourteen excess trailer cards add to a total of 139,936. The difference remaining is 5368, which is to be punched on the excess principal card - which also carries all the other information to be punched.

As will be seen by examining the figures given in the above example, the first two digits (14) designates the number of excess trailer cards to be punched. These same first two digits (14) must be added to the remaining four digits (5354) and the amount thus obtained be punched on the excess principal card (5354 plus 14 equals 5368). The total in this field on the fifteen cards (fourteen trailer and one principal) will be 145,354.

6. SUPPLEMENTAL CARDS

For some schedules it will be necessary to use an additional principal card (Red) in order to record information for a year or years in addition to those years on original principal card. This is necessary because the principal card will accomodate information for only a four-year period.

EXAMPLE

If the Most Recent Year for which information is shown on schedule is 1933, then Cols. 1-43 inc. on card must be punched. Then for information for Year Prior to Most Recent Year (1932), Cols. 44-56 inc. on card must be punched. Then, if next year line (1931) on schedule is blank, Cols. 57-69 inc. must be used X'ing Col. 57, Col. 62, Col. 67, Col. 68 and Col. 69. Then if next year line on schedule (1930) contains information, Cols. 70-80 inc. on card must be punched. If next year line on schedule (1929) contains information, this must be punched on supplemental card in Cols. 27-39 inc. This card MUST CORRESPOND exactly to the original principal in the following columns: 1-26 inc., 40-43 inc., and in addition must be punched "X" over Col. 1. If next year line on schedule (1928) contains information, this must be punched on supplemental card in Cols. 44-56 inclusive. "X" out balance of supplemental card.

## 7. In some cases one or more "DUMMY" schedules will be found stapled to other papers and original schedules. Obtain from the Group Supervisor instructions for punching these "DUMMY" schedules.



INSTRUCTIONS TO PUNCH OPERATORSFORM 2

8. Some columns on the schedule may contain figures which are not entirely legible. Do not punch anything when in doubt but consult the Group Supervisor.
9. A visual check can be made at various times on the completed cards by holding them toward the light and sighting column #40, which should always be punched "1". If light is not seen through all the cards on this column, an error has been made and must be corrected immediately. Likewise, a visual check should be made on State and County punch.
10. Do not allow partially punched or error cards to collect on the floor or table. Any card which is not to be included in the work MUST be immediately torn half down the center and thrown in the waste basket. When the schedules are returned from the verifying machine operator for correction of errors, lay aside the County being punched and correct such errors immediately.

The cards incorrectly punched have been placed in reverse position by the verifying operator. These cards will be located in the County by virtue of protruding square corner. The only exception to this rule will be for a county marked "R U S H". To avoid errors coming back a second time for correction, check the corrected card visually against the error card. Additional errors will be counted against operators who fail to correct the errors accurately the first time.
11. Remember that accuracy is paramount. Speed will naturally be acquired but is never to be obtained at the expense of accuracy.

Consult the Group Supervisor at all times on any matter which is not entirely clear.

Never leave the room without seeing that cards and schedules are weighted down, so they will not blow off of table.

June 7, 1934.

1.9  
782FFARM REAL ESTATE TAX SALE AND TAX DEEDFORM 2

## INSTRUCTIONS FOR PUNCHING

Item on Card	Columns on Card	Location on Schedule	Punch
Schedule Number	1 - 4 inc.	Upper right Corner over "Card Number".	Numbered figures.
State	5 & 6	Directly below "Card Number".	Red Code figures.
County	7 & 8	Directly below "State".	Red Code figures.
Minor Civil Division	9 & 10	Directly below "County".	Red Code figures.
Type of Prop.	11	Directly below "Minor Civil Division"	Red Code figures.
Yrs. Sold (Code)	12	At top of "Year" Col.(1) just above the Column Number.	Red Code figure
Yrs. Sold (Code)	13	From bottom of Schedule first year: showing Tax Sale. (Lowest line showing data.)	Last digit of such year.
Acres Size Code	14	At right of Year in Col.(1). Line showing figures most recent year Tax Sale.	Red Code figures.
Acres Number 2	15 - 19 inc.	Most recent year Column (2)	Figures as edited.
Assessed Valuation Amount (Dollars) 3	20 - 25 inc.	Most recent year Column (3) (Same line as Acres)	Figures as edited.
Assessed Valuation T	26	Does not show on Schedule.	When an "amount" is punched in Cols. 20-25, punch "1". When no amount has been punched, punch "0".



FORM 2

Item on Card	Columns on Card	Location on Schedule:	Punch
Taxes Amount Due (Dollars) 4	27 - 31 inc.	Most recent year Column (4) (Same line as "Assessed Valuation")	Figures as edited.
Special Assessments Amount Due (Dollars) 5	32 - 36 inc.	Most recent year Column (5) (Same line as "Assessed Valuation")	Figures as edited.
Special Assessments T	37	Does not show on Schedule	When an "amount" is punched in any columns from 27-36 inc., punch "1". When no amount has been punched, punch "0".
Buyer $\frac{8}{9}$	38	Most recent year Column (9) (Same line as "Assessed Valuation")	Red Code figure. "X" if no figure appears.
Yr. Redeemed	39	Most recent year Column (10)	Red Code figure. "X" if no code figure appears.
Check Column	40	Does not show on Schedule	Always punch 1.
Yr. of Deed	41	Most recent year in which Tax Deed appears. Column (11)	Red Code figure when shown. Last digit of year given when Red Code figure does not ap- pear. "X" if column on schedule is blank.
Deed Buyer $\frac{12}{13}$	42	Most recent year Column (13)	Red Code figure. "X" if no figure appears.
Yr. Deed Red'md.	43	Most recent year Column (14) (Same line as "Deed Buyer".)	Red Code figure when shown. Last digit of year given when Red Code figure does not ap- pear. "X" if column on schedule is blank.

## FORM 2

Item on Card	Columns on Card	Location on Schedule	Punch
Taxes	44 - 48 inc.	Year prior to most	Figures as edited.
Amount		recent year.	Note: If most recent
Due		Column (4)	year was 1932, year
(Dollars)		(Next line below	to be punched now is
4		line previously	1931.
		punched for Acres	If no figures appear
		and Assessments.)	on Schedules for 1931,
			"X" column 44.
Special	49 - 53 inc.	Year prior (below)	Figures as edited.
Assessments		to most recent year:	If no figures appear
Amount		Column (5)	on Schedule, "X"
Due			column 49.
(Dollars)			
5			
Special	54	Does not show	When an "amount" is
Assessments		on Schedule.	punched in any columns
T			from 44-53 inc., punch
			"1".
			When no amount has
			been punched, punch "0".
Buyer	55	Year prior (below)	Red Code figure.
8		to most recent year:	"X" if no figure
9		Column (9)	appears.
		(Same line as	
		"Tally")	
Yr. Redeemed	56	Year prior (below)	Red Code figures.
10		to most recent year:	"X" if no code figure
		Column (10)	appears.
		(Same line as	
		"Buyer")	
Taxes	57 - 61 inc.	Year prior to last	Figures as edited.
Amount		year punched.	Note: If last year
Due		Column (4)	punched was 1931, year
(Dollars)		(Second line below	to be punched now is
4		line previously	1930.
		punched for Acres	If no figures appear
		and Assessments.)	on Schedule for 1930,
			"X" column 57.
Special	62 - 66 inc.	Year prior (below)	Figures as edited.
Assessments		to last year	If no figures appear
Amount		punched.	on Schedule, "X"
Due		Column (5)	column 62.
(Dollars)			
5			

## FORM 2

Item on Card	Columns on Card	Location on Schedule	Punch
Special Assessments T	67	Does not show on Schedule.	When an "amount" is punched in any columns from 57-66 inc., punch "1". When no amount has been punched, punch "0".
Buyer $\frac{8}{9}$	68	Year prior (below) to last year punched. Column (9) (Same line as "Tally".)	Red Code figures. "X" if no figures appear.
Yr. Redeemed 10	69	Year prior (below) to last year punched. Column (10) (Same line as "Buyer".)	Red Code figures. "X" if no Code figure appears.
Taxes Amount Due (Dollars) 4	70 - 73 inc.	Year prior (below) to last year punched. Column (4) (Third line below line previously punched for Acres and Assessments.)	Figures as edited. Note: If last year punched was 1930, year to be punched now is 1929. If no figures appear on Schedule for 1929, "X" column 70.
Special Assessments Amount Due (Dollars) 5	74 - 77 inc.	Year prior (below) to last year punched. Column (5)	Figures as edited. If no figures appear on Schedule, "X" column 74.
Special Assessments T	78	Does not show on Schedule.	When an "amount" is punched in any columns from 70-77 inc., punch "1". When no amount has been punched, punch "0".
Buyer $\frac{8}{9}$	79	Year prior (below) to last year punched. Column (9)	Red Code figure. "X" if no figure appears.
Yr. Redeemed	80	Year prior (below) to last year punched. Column (10)	Red Code figures. "X" if no code figures appear.









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September 8, 1934

FORM 3

FARM REAL ESTATE TRANSFER

CHECKS

TABLES 1 - 2 - 6 &

9 - Special

- A. These tables should check one another on all items, except classification, for each of two groups:

Group 1, cards showing Acreage

Group 2, cards showing No Acreage

(Number of Properties, less excess)

- B. For each table separately, the detail totals for Number of Properties, Acres Transferred, and Total Consideration, should check with the accumulated totals for the same items, for each of two groups.



2.

August 18, 1934

FORM 3

FARM REAL ESTATE TRANSFER

CHECKS

TABLE 1-A.

The detail totals for Number of Properties, Acres Transferred, Total Consideration, should check with the accumulated totals for the same items, for each of two groups:

Group 1, cards showing Acreage

Group 2, cards showing No Acreage

(Number of Properties, less excess)



3.

August 18, 1934

FORM 3

FARM REAL ESTATE TRANSFER

CHECKS

TABLE 3

Under the heading of Consideration, the total of Cash plus First Mortgage plus Other, should never exceed Total Consideration. In most cases, should agree





4.

August 18, 1934.

FORM 3

FARM REAL ESTATE TRANSFER

CHECKS

TABLES 4 - 4-A.

For each table separately the detail totals should check with the accumulated totals for each item, for each of two groups:

Group 1, cards showing Assessed Value

Group 2, cards showing No Assessed Value

( Number of Properties, less excess )



5.

August 18, 1934

FORM 5

FARM REAL ESTATE TRANSFER

CHECKS

TABLE - 5.

The detail totals for Number of Properties and Acres Transferred, should check with the accumulated totals for the same items,

(Number of Properties, less excess)





August 18, 1934

FARM REAL ESTATE TRANSFER

CHECKS

TABLE 7

- A. The detail totals for Number of Properties, Acres Transferred and Total Consideration should check with the accumulated totals for the same items.
- B. Check "A" is to be used for each Size Group, when grand total for these items do not agree.
- C. For each "Value Per Acre" Group, by dividing the Number of Acres Transferred into Total Consideration the quotient obtained will determine whether or not the cards used are in the correct "Value Per Acre" Group.
- D. For each "Size" Group, dividing the Number of Properties into the Acres Transferred, ( totals tabulated in counters 3 and 4 ) the quotient obtained will determine whether or not the cards used are in the correct "Size" Group.

NOTE: For designated states cards coded "5" will be included with cards coded "1" in Column 59, then each group will be handled separately.



August 18, 1934

FARM REAL ESTATE TRANSFER

## CHECKS

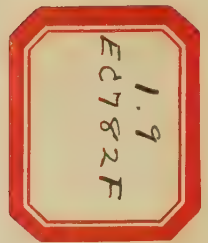
TABLE 8

- A. For each "Ratio Assessed to Sale Value" group by dividing the Total Assessed Value into the Total Consideration the quotient obtained will determine whether or not the cards used are in the correct "Ratio Assessed to Sale Value" Group.
- B. For each "Size" Group by dividing the Number of Properties into the Acres Transferred the quotient obtained will determine whether or not the cards used are in the correct "Size Group".

NOTE: For designated States cards coded "5" will be included with cards coded "1" in Column 59, then each group will be handled separately.



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1.

August 15, 1934

FORM 3

FARM REAL ESTATE TRANSFER

TABLE 1

Tabulate all cards in each county for each of two groups:

- Group 1, cards showing acreage
- Group 2, cards showing no acreage

By:

- Kind of Property
- Kind of Transfer
- Kind of Deed
- Year of Transfer
- True Consideration Given

For the following data:

- Number of Properties
- Acres Transferred
- Total Consideration

Totals:

For each "Kind of Property" Totals are carried on the original tabulation sheets for:

- Number of Properties
- Acres Transferred
- Total Consideration





August 15, 1934

## FORM 3

FARM REAL ESTATE TRANSFER

## TABLE 1-A

Tabulate only cards in each County which represent redemption of Tax Deeds, Cards coded "9" in Column 70, (These appear as Voluntary Transfers), for each of two groups:

Group 1, cards showing acreage  
Group 2, cards showing no acreage

By:

Kind of Property  
Kind of Transfer  
Kind of Deed  
Year of Transfer  
True Consideration

For the following data:

Number of Properties  
Acres Transferred  
Total Consideration

Totals:

For each "Kind of Property" totals are carried on the original tabulation sheets for:

Number of Properties  
Acres Transferred  
Total Consideration



3.

August 18, 1934

FORM 3

FARM REAL ESTATE TRANSFER

TABLE 2

Tabulate all cards in each County for each of two groups:

Group 1, cards showing acreage  
Group 2, cards showing no acreage

By:

Kind of Property  
Kind of Transfer  
Year of Transfer  
Type of Buyer  
Type of Seller

For the following data:

Number of Properties  
Acres Transferred  
Total Consideration

Totals:

For each "Kind of Property" totals are  
carried on the original tabulation sheet  
for:

Number of Properties  
Acres Transferred  
Total Consideration





August 18, 1934

## FORM 3

## FARM REAL ESTATE TRANSFER

## TABLE 3

Tabulate only cards in each County showing acreage transferred by Voluntary Sale, cards coded "1" in Column 58; with True Consideration Given and with Buyer and Seller having different surnames, cards coded "3" in Column 23

By:

Kind of Property  
Kind of Transfer  
True Consideration Given  
Kind of Deed  
Year of Transfer  
Type of Financing

For the following data:

Number of Properties  
Acres Transferred

Consideration:

Total  
Cash  
First Mortgage  
Other



August 18, 1934

## FORM 3

FARM REAL ESTATE TRANSFER

## TABLE 4

Tabulate only cards in each County for Forced Sales, cards coded 2-3-4-5-8 in Column 58, showing acreage for each of two groups:

Group 1, Cards showing Assessed Value  
Group 2, Cards showing No Assessed Value

By:

Kind of Property  
Kind of Transfer  
Year of Transfer  
Size of Farm

For the following data:

Number of Properties  
Acres Transferred  
Total Consideration  
Assessed Value

Totals:

For each "Kind of Property" totals are carried on the original tabulation sheets for:

Number of Properties  
Acres Transferred

1. 1. 1.

1. 1. 1.

1. 1. 1.

1. 1. 1.

1. 1. 1.

1. 1. 1.

1. 1. 1.

1. 1. 1.

1. 1. 1.

1. 1. 1.

August 18, 1934

## FORM 3

FARM REAL ESTATE TRANSFER

## TABLE 4-A

Tabulate only cards in each County for Forced Sales, cards coded 2-3-4-5-8 in Column 58, showing acreage and an amount under "Claim" for each of two groups:

Group 1, cards showing Assessed Value  
Group 2, cards showing No Assessed Value

By:

Kind of Property  
Kind of Transfer  
Year of Transfer  
Size of Farm  
Type of Buyer

For the following data:

Number of Properties  
Acres Transferred  
Total Consideration  
Amount of Claim  
Assessed Value

Totals:

For each "Kind of Property" totals are carried on the original tabulation sheets for:

Number of Properties





August 18, 1934

## FORM 3

FARM REAL ESTATE TRANSFER

## TABLE 5

TABULATE all cards in each County Showing All Forced Sales, cards coded 2-3-4-5-8 in Column 58; and Owner Occupied, cards coded 0-1-2 in Column 70;

By:

Year of Transfer  
Kind of Property  
Kind of Transfer  
Owner Occupied

For the Following data:

Number of Properties  
Acres Transferred  
Total Consideration

Totals:

For each "Year of Transfer" totals are  
carried on the original tabulation sheets  
for:

Number of Properties  
Acres Transferred



August 18, 1934

## FORM 3

FARM REAL ESTATE TRANSFER

## TABLE 6

Tabulate all cards in each County for each of two groups:

Group 1, cards showing Acreage  
Group 2, cards showing No Acreage

By:

Minor Civil Division  
Kind of Property  
Kind of Transfer  
Year of Transfer  
True Consideration Given

For the following Data:

Number of Properties  
Acres Transferred  
Total Consideration

Totals:

For each "Kind of Transfer" totals are carried  
on the original tabulation sheets for:

Number of Properties  
Acres Transferred  
Total Consideration

100

100

100

100

100

100

100

100

100

100

100

100

100



August 18, 1934

FORM 3

FARM REAL ESTATE TRANSFER

NO TABLE

SORT 1 FOR I. B. M.

(Between Tables 6 & 7)



August 18, 1934

## FORM 3

FARM REAL ESTATE TRANSFER

TABLE 7

(Ratio: Total Consideration to Total Acres Transferred)

Tabulate only cards in each County for Farms with Buildings, cards coded "1" in Column 59, (for designated States cards coded "5" will be included); showing Voluntary Sale, cards coded "1" in Column 58; Acreage, cards having figures in Column 17; True Consideration Given; also Buyer and Seller having different surnames, cards coded "3" in Column 23;

By:

Kind of Property  
 Year of Transfer  
 Size  
 Value per Acre

For the following Data:

Number of Properties  
 Acres Transferred  
 Total Consideration

Totals:

For each "Size" totals are carried on the  
 original tabulation sheets for:

Number of Properties  
 Acres Transferred  
 Total Consideration



August 18, 1934

FORM 3

FARM REAL ESTATE TRANSFER

TABLE 8

(Ratio: Assessed Value to True Consideration)

Tabulate only cards in each County for Farms with Buildings, cards coded "1" in Column 59, (for designated States cards coded "5" will be included): showing Voluntary Sale, cards coded "1" in Column 58; Acreage, cards having figures in Column 17; True Consideration Given; also Buyer and Seller having different surnames, cards coded "3" in Column 23; and Total Assessed Value;

By:

Kind of Property  
Year of Transfer  
Size  
Value Per Acre  
By ratio of Assessed to Sale Value

For the following data:

Number of Properties  
Acres Transferred  
Total Consideration  
Assessed Value, Total  
Assessed Value, Improvements Only





1. 7  
EC 7821  
44 11 1950



FARM REAL ESTATE TRANSFER

FORM 3

Instructions for group supervisors  
and coders

May 23, 1934.

FARM REAL ESTATE TRANSFER  
FORM-3

Group Supervisors

Group Supervisors of editing and coding will familiarize themselves with the nature of all items called for on the schedule. Data which are peculiar or especially difficult of interpretation should be referred to the supervisor.

Not all items that appear on the schedule, however, will be edited. Among those items which are to be edited, there may be cases which can be completed only by referring to other items for comparison. That is, a check can be put upon one item by studying the information shown under another. Some of the principal checks are given below.

Acreage figures given in Question 6 may be checked by referring to the "Legal Description of Property" given in this question. In many States the description will be in terms of "sections".

One "section" equals.....640 acres.

One "half section" or "half" equals.....320 acres.

One "quarter section" or "quarter" equals...160 acres.

A "quarter section" is regularly divided into two equal parts known as "eighties" or into four equal parts known as "forties".

"Quarter sections" (160 acres), "eighties" (80 acres), "forties" (40 acres) are described by points of the compass. The "S.W. q. of N.W. q.", or the "S.W.  $\frac{1}{4}$  of N.W.  $\frac{1}{4}$ ", or the "S.W. of N.W.", refers to the southwest quarter of the northwest quarter of a given section, and should contain approximately 40 acres.

Not all surveys are accurate, and the acreage of a property may thus vary from this uniform scale. Whenever the description of the property is not in terms of "sections", as is the case in some States, no such check

on acreage is available.

If a schedule shows that a property lies in more than one township (Minor Civil Division) unless the property exceeds 1000 acres it should be included in whichever township the greater acreage is shown. Where the acreage (not over 1000 acres) is equally divided between two or more townships, include the schedule in the first township listed under the "Legal Description of Property".

The date of transfer, Question 3, should be coded for month and year. In case no date of transfer is given, and if the schedules appear to be in chronological order, it should be possible to approximate the date of transfer from the dates on the schedules preceeding and following the one being coded. That is, if the schedules next preceeding and following show the same month and year, the schedule in question can be coded the same also. The chronological order of schedules can be checked by reference to the "Card number" in the upper right corner. If the dates of transfer for the schedule preceeding and the one following are not separated by a period of more than 10 months, code the schedule in question for the mid-month of this period (if the period contains an even number of months, code for the month next following the mid-point of the period). If the schedules are not in chronological order, or the date cannot be approximated as instructed above, code the date line 0.

Under Question 7 headed Consideration, the Total (a) may be a definite "true consideration" (ordinarily, several dollars per acre at least). It likewise may be either a nominal consideration such as "\$1 and other valuable considerations", "10 and other valuable considerations", or merely "other valuable considerations" or similar arbitrary legal phrases. If the consideration includes the phrase "love and affection", or similar phrase, this fact should be recalled in coding Question 9, and the sale

classified under 9(c) as "Gift, devise, or descent".

In some cases for certain years, there will be shown under Question 5 the amount of Federal Revenue stamps. In some cases where no total consideration is shown, it may be determined by referring to the answer to Question 5 headed, Amount of Federal Revenue Stamps. Counties to be treated in this manner will be designated by the supervisor. If the amount of Federal Revenue stamps is less than \$1, it cannot be used to indicate "true consideration". If the amount of the Federal Revenue stamps is more than \$1, the "true consideration" can be determined for certain counties so designated by the supervisor by the rate of \$.50 in stamps for every \$500 of consideration or fraction thereof. For example, \$2 in stamps will indicate that the consideration is between \$1500 and \$2000. Therefore, \$2 in stamps will be coded as a consideration of \$1750. Similarly, \$2.50 in stamps will be coded as a consideration of \$2250.

The answer to 12(a) may be useful as a check against the type of Forced Sale under 9(b).

Occasionally Question 6 or 7 will report "undivided  $1/3$  interest", or  $1/6$  or some such fraction. These cases will usually report a low consideration under Question 7. In such cases divide the consideration as reported by  $1/3$ ,  $1/6$ , (i.e., multiply by 3 or 6, etc.,) or by whatever fraction is reported. Be sure that Question 9 is coded 6 in such cases. If the assessment is also quoted on a  $1/4$  or  $1/6$  interest basis, the assessment also should be divided by the reported fractional interest (both total and improvements alone).

A check upon the accuracy of Question 9 can be secured from Question 11. If it is already designated (under Question 9) as a foreclosure, assignment, or tax sale, use the appropriate code. If it is not so classified, or is classed as a voluntary sale, examine Question 11. If Question



11 is checked as (c) Sheriff deed, or (e) Tax deed, code Question 9 as "5", i.e., "Forced sale, unspecified".

Under Question 12(a), the indication of the kind of action should correspond to Question 9. Nothing will be coded under 12(a). It is merely an editing check. Under Question 12(b), the amount of the claim against property sold at forced sale should be rounded to the nearest dollar.

#### Coders

If any space appears to contain wrong or irregular information, or if any data to be coded seem to have been recorded in the wrong place on the schedule, consult the group supervisor.

If any schedule lacks a State or county name, the name can be supplied by referring to preceeding and following schedules.

If a schedule lacks a minor civil division designation, it can be supplied as for State or county, provided the cards are arranged and separated by minor civil divisions. Otherwise missing minor civil division designations should be coded 0.

Schedules must be kept in the order received. Rejected schedules should be marked "R" adjacent to the item on which rejected.





REVISED  
June 18, 1934.

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FARM REAL ESTATE TRANSFER

FORM 3

Instructions for group supervisors  
and coders.

June 18, 1934.

FARM REAL ESTATE TRANSFER  
FORM B

Schedule Number, State, County, and Minor Civil Division must be coded as indicated on the code sheet.

In general, accept the original field workers' figures unless there is reason for change. Incomplete or conflicting information or special notations concerning the sale may afford reason for making changes. Some cases are included in the following instructions, others should be referred to the Supervisor.

Group Supervisors of editing and coding will familiarize themselves with the nature of all items called for on the schedule. Data which are peculiar or especially difficult of interpretation should be referred to the supervisor.

Most items that appear on the schedule will be coded, but in coding, there may be questions which can be completed best by referring to other items for comparison. That is, a check can be put upon one item by studying the information shown under another.

Question 2. Type of Seller. Disregard "Assignee", and code according to name given.

Question 3. Date of Transfer.

The date of transfer, Question 3, should be coded for month and year. In case no date of transfer is given, and if the schedules appear to be in chronological order, it should be possible to approximate the date of transfer from the dates on the schedules preceeding and following the one being coded. That is, if the schedules next preceeding and following show the same month and year, the schedule in question can be coded the same also. The chronological order of schedules can be checked by reference to the "Card number" in the upper right corner. If the dates of transfer for the schedule preceeding and the one following are not

FARM REAL ESTATE TRANSFER  
FORM-3

Page 2.

separated by a period of more than 10 months, code the schedule in question for the mid-month of this period (if the period contains an even number of months, code for the month next following the mid-point of the period). If the schedules are not in chronological order, or the date cannot be approximated as instructed above, code the date line 0.

Question 6. Acreage.

Acreage figures given in Question 6 may be checked by referring to the "Legal Description of Property" given in this question. In many States the description will be in terms of "sections".

One "section" equals.....640 acres.

One "half section" or "half" equals.....320 acres.

One "quarter section" or "quarter" equals...160 acres.

A "quarter section" is regularly divided into two equal parts known as "eighties" or into four equal parts known as "forties".

"Quarter sections" (160 acres), "eighties" (80 acres), "forties" (40 acres) are described by points of the compass. The "S.W. q. of N.W. q.", or the "S.W.  $\frac{1}{4}$  of N.W.  $\frac{1}{4}$ ", or the "S.W. of N.W.", refers to the southwest quarter of the northwest quarter of a given section, and should contain approximately 40 acres.

Not all surveys are accurate, and the acreage of a property may thus vary from this uniform scale. "Lots" are of irregular acreage. Whenever the description of the property is not in terms of "sections", as is the case in some States, no such check on acreage is available.

If no acreage is given, it should be calculated from the Description if possible. If it is not possible, code acreage zero (0).

When Description (or any other part of card) indicates that a fractional part of, or interest in, a farm is sold, multiply the acreage and assessed values by the indicated fraction. Consider each of the

several fractions as independent transactions and code each card separately.

When there is a large acreage, with only one city lot included, the card need not be rejected,

Question 7. Consideration and Type of Financing.

Under Question 7 headed Consideration, the Total (a) may be a definite "true consideration" (ordinarily, several dollars per acre at least). It likewise may be either a nominal consideration such as "\$1 and other valuable considerations", "\$10 and other valuable considerations", or merely "other valuable considerations" or similar arbitrary legal phrases. If the consideration includes the phrase "love and affection", or similar phrase, this fact should be recalled in coding Question 9, and the sale classified under 9(c) as "Gift, devise, or descent".

In some cases for certain years, there will be shown under Question 5 the amount of Federal Revenue stamps. In some cases where no total consideration is shown, it may be determined by referring to the answer to Question 5 headed, Amount of Federal Revenue Stamps. Counties to be treated in this manner will be designated by the supervisor on the basis of an examination of sales for the purpose of ascertaining whether it is customary in the State to attach revenue stamps for the total consideration, or only for the amount of cash paid. If the amount of Federal Revenue stamps is less than \$1, it cannot be used to indicate "true consideration". If the amount of the Federal Revenue stamps is more than \$1, the "true consideration" can be determined for certain counties so designated by the supervisor by the rate of \$.50 in stamps for every \$500 of consideration or fraction thereof. For example, \$2 in stamps will indicate that the consideration is between \$1500 and \$2000. Therefore, \$2 in stamps will be coded as a consideration of \$1750. Similarly, \$2.50 in stamps will be coded as a consideration of \$2250.



The definition of "Nominal" consideration may vary from State to State. All sales, however, where \$1, \$10, and/or the letters "O.V.C." (other valuable considerations) appear, will be coded "Nominal". In most States, it will be possible in addition to set a lower limit to the probable true consideration per acre. The Supervisor of Coding will issue instructions covering this point for each State.

In States where fractional or complete mineral rights are reserved or transferred, special problems arise. Coders will consult the Coding Supervisor for special instructions.

Where assumed taxes are a part of the consideration, they must be added in, if not already included. They will be coded under "Other arrangement". Where the amount of such taxes is not given, it will be estimated on the basis of data from the Bureau of Agricultural Economics.

In some cases the total consideration and amount of mortgages will be given, but the cash payment left blank. Where two-thirds of the total consideration is accounted for by mortgage or other arrangement, and where the deed is a Warranty deed at voluntary sale and the total consideration appears reasonable, the balance of the consideration may be regarded as cash and so coded, inserting the amount.

If the amount of Mortgages exceeds total consideration by more than 50%, and if no cash is paid, cross out all items under Consideration, and code Consideration, "5" and Type of Financing, "0". If the amount of mortgage exceeds the total by less than 50%, retain both items. If both cash and mortgage are given, the total must agree with the total consideration, otherwise the data should be regarded as conflicting and code Consideration, "5" and Type of Financing "0".

When cash paid equals the total consideration and there is a mortgage, cross all three out and code Consideration, "5" and Type of Financing, "0".

When cash plus mortgage equals less than the total consideration, code Type of Financing, "8", but accept the total consideration as given.

When only "Cash Paid" is written in Question 7, code Type of Financing "8", - "Partial Information". Amount of total consideration must be left blank, and coded, "5".

Where cash and mortgage and other add to total consideration, and is reasonable in amount, retain the mortgage figure even if it is said to be assumed.

When cash and mortgage do not add to total and the mortgage is reported as "assumed", the amount may be used if it states present value, but if the date of giving the original mortgage is given without its present value, no confidence in the figure can be had, and the figure must not be used. Code Type of Financing, "8", - "Partial Information".

Question 8. Assessed Value.

The date of the assessed value should not differ by more than four (4) years from date of transfer. If it does, cross out the assessed value.

Question 9. Kind of Transfer. Code as checked, except:

a. Bankruptcy sale - Code "8".

b. When Question 11 is checked Sheriff Deed or Tax Deed or tax title, Question 9 cannot be voluntary. If checked "voluntary", code "5", forced sale, unspecified.

c. When Question 11 is checked Administrator's or Executor's Deed, Question 9 is to be coded "7" - other.

Check the answer to this question against 12(a).

Question 10. Type of Property.

Assessed value for buildings shown in Question 8 is acceptable evidence of buildings for coding Question 10. Include Indian land in "Cannot ascertain".



FARM REAL ESTATE TRANSFER  
FORM-3

Page 6.

Question 11. Type of Deed.

If "tax title" is written in under "h, other", question 11 should be coded 6, and question 9 should be coded 4.

Question 12.

Use the code for months of the year given for Question 3.

Amount of claim should be rounded to nearest dollar. If interest is to be computed, refer to supervisor.

Question 13. Occupied by owner. Code only in case of foreclosure.

Coders

If any space appears to contain wrong or irregular information, or if any data to be coded seem to have been recorded in the wrong place on the schedule, consult the group supervisor.

If any schedule lacks a State or county name, the name can be supplied by referring to preceeding and following schedules.

If a schedule lacks a minor civil division designation, it can be supplied as for State or county, provided the cards are arranged and separated by minor civil divisions. Otherwise missing minor civil division designations should be coded 0.

Schedules must be kept in the order received. Rejected schedules should be marked "R" adjacent to the item on which rejected.



May 23, 1934.

FARM REAL ESTATE TRANSFER

Instructions for Editing and Coding

Form-3

SCHEDULE NO.

Located on upper  
right corner of  
schedule.

Bates numbering machine will be used to number  
the schedules starting with No. 1 for the first  
schedule in each County.

STATE

Located directly  
below schedule  
number.

Department of Agriculture code to be used.  
Write code number at right of State name on  
same line.

COUNTY

Located directly  
below "State".

Department of Agriculture code to be used.  
Write code number at right of County name on  
same line.

MINOR CIVIL DIVISION

Located on schedule  
directly below  
"County" or in  
States designated  
by supervisor,  
use code based  
on township and  
range in  
Question 6.

In some States or counties the group supervisor  
will instruct dodgers to use "Township and Range",  
located in columns near the right side of the  
box giving "Description" in Question 6.

Upon starting a county, group supervisors  
will issue either "Minor Civil Division" or  
"Township and Range" code.

Write code number at right of "Minor Civil  
Division".

If the schedule shows a property of more than  
1000 acres split between two or more townships,  
code the Minor Civil Division 00.

FARM REAL ESTATE TRANSFER  
FORM-3

## TYPE OF BUYER

Question 1.

Code the type of buyer as shown below. Write the code number immediately at the right of the words "Buyer - name", before the name of the buyer. If the buyer is a "company" or "bank", and the name indicates that it falls in any of the groups 2 to 8 below, use the corresponding code number.

CODE

Individual.....	1
Insurance company.....	2
Mortgage company or land investment company.....	3
Any State or county agency.....	4
Federal land bank.....	5
Joint-stock land bank.....	6
National or State bank.....	7
Savings bank or trust company.....	8
Others (not included above).....	9

## TYPE OF SELLER

Question 2.

Code the type of seller as shown below. Write the code number immediately at the right of the words "Seller - name", before the name of the company. If the seller is a "company", and the name indicates that it falls in any of the groups from 2 to 8 inclusive below, use the corresponding code number.

FARM REAL ESTATE TRANSFER  
FORM-3

Cont'd.

TYPE OF SELLER

CODE

Individual.....	1
Insurance company.....	2
Mortgage company or land investment company.....	3
Any State or county agency.....	4
Federal land bank.....	5
Joint-stock land bank.....	6
National or State bank.....	7
Savings bank or trust company.....	8
Others (not included above).....	9

DATE OF TRANSFER

Question 3.

If name of month is shown, write the numerical equivalent immediately to the right of the words "Date of Transfer", as follows:

January.....	1
February.....	2
March.....	3
April.....	4
May.....	5
June.....	6
July.....	7
August.....	8
September.....	9
October.....	10
November.....	11
December.....	12



FARM REAL ESTATE TRANSFER  
FORM-3

## ACRES TRANSFERRED

## Question 6.

Last line,

acres column.

Code the acres transferred as shown below:

Write the code at the left of the row of xxx in last line of Question 6. The acres figure shown is to be raised or lowered to the nearest whole number, as is shown in the following examples.

49.75 or  $49\frac{3}{4}$  acres should be written as 50 acres; 49.5 or  $49\frac{1}{2}$  acres should also be written as 50 acres; 49.4 or  $49\frac{4}{10}$  acres should be written as 49 acres. To the acre figures thus expressed in whole numbers, apply the following code:

<u>ACRES</u>	<u>CODE</u>
3 to 9.....	1
10 to 19.....	2
20 to 49.....	3
50 to 99.....	4
100 to 174.....	5
175 to 259.....	6
260 to 499.....	7
500 to 999.....	8
1000 to 4999.....	9
5000 to 9999.....	10
10,000 and over.....	11



FARM REAL ESTATE TRANSFER  
FORM-3

## CONSIDERATION

Question 7.

Code as shown below. Write the code number in the blank space at the left of (a), (b), (c), etc.

	<u>CODE</u>
CANNOT ASCERTAIN . . . . .	0
Buyer and Seller having same surnames....	1

Buyer and Seller having different surnames

Nominal consideration - warranty deed..... 2  
(Note: "Nominal consideration" means \$1 "O.V.C.", \$10 "O.V.C.", "love and affection" or other arbitrary legal expression).

Consideration given - warranty deed..... 3  
(Note: "Consideration given" means a consideration of considerable amount, usually several dollars per acre).

Trades..... 4

Other (not included above)..... 5

Raise or lower the amount to nearest whole dollar as in the following examples:

49.75 should be written as 50; 49.50 should also be written as 50; 49.40 should be written as 49.

7(d) and (e) to be combined and to appear on form below 7(c).

FARM REAL ESTATE TRANSFER  
FORM-3

## TYPE OF FINANCING

Question 7. Code the type of financing as follows, writing the code at the right of the word "Consideration".

CODE

No information..... 0

Nominal consideration..... 1

Cash (b)..... 2

Cash plus first mortgage (b) and (c)..... 3

Cash plus first plus second mortgage  
(b), (c), and (d)..... 4

Cash plus first plus second plus other  
arrangement (b), (c), (d), and (e)..... 5

Cash plus other (unspecified) (b) and (e) 6

Contract for deed..... 7

Other (not included above) (e)..... 8

## ASSESSED VALUE

Question 8.

(a) Total. Raise or lower amount to nearest whole dollar.

(c) Improve-  
ments. Raise or lower amount to nearest whole dollar.

FARM REAL ESTATE TRANSFER  
FORM-3

## KIND OF TRANSFER

Question 9. Code the checks appearing under Question 9 as follows, writing the numbers just to the right of the square boxes:

CODE

- (a) Voluntary sale..... 1  
(Examine question 11. If Question 11 is checked as (c) Sheriff deed, or (e) Tax deed, code Question 9 as 5).
- (b) Forced sale  
(Any forced sale not specified as falling in one of the three following classes (1), (2), or (3), must be coded as 5).  
(1) Foreclosure..... 2  
(2) Assignment..... 3  
(3) Tax sale..... 4  
Forced sale, unspecified..... 5
- (c) Gift, devise, or descent..... 6  
(Include here sales in which "love and affection" appears under Question 7).
- Other (not included above)..... 7

## KIND OF PROPERTY

Question 10. Code the kind of property under Question 10 as follows, writing the numbers just to the right of the square boxes:

- (a) Farm with buildings..... 1  
(b) Farm without buildings..... 2  
(c) Uncultivated land other than forests. 3  
(d) Forest land..... 4  
(e) Cannot ascertain..... 5

FARM REAL ESTATE TRANSFER  
FORM-3

## KIND OF DEED

Question 11. Code the kind of deed shown under question 11 as shown below, writing the code numbers to the right of the square boxes:

In a case where a special warranty deed, bargain and sale deed, limited warranty deed, or plain deed is shown, it will be found where another class has been marked over or under (h) "Other".

CODE

(a) Warranty deed..... 1

Special warranty deed..... 2  
(Special warranty, limited  
warranty, bargain and sale,  
plain deed).

(b) Quit-claim deed..... 3

(c) Sheriff deed..... 4

(d) Trustee deed..... 5

(e) Tax deed..... 6

(f) Contract for deed..... 7

(g) Bond for title..... 8

(h) Other (not included above)..... 9

## AMOUNT OF CLAIM

Question 12(b). Raise or lower amount shown to nearest whole dollar.

## OCCUPIED BY OWNER

Question 13... Code this question as follows, writing the code number just below the square boxes:

Yes..... 1

No..... 2

Unknown..... 0

REVISED  
June 18, 1934.

FARM REAL ESTATE TRANSFER

Instructions for Editing and Coding

Form-3

SCHEDULE NO.

Located on upper  
right corner of  
schedule

Bates numbering machine will be used to number the  
schedules starting with No. 1 for the first  
schedule in each County.

STATE

Located directly  
below schedule  
number.

Department of Agriculture code to be used.  
Write code number at right of State name on same  
line.

COUNTY

Located directly  
below "State".

Department of Agriculture code to be used.  
Write code number at right of County name on same  
line.

MINOR CIVIL DIVISION

Located on schedule  
directly below  
"County" or in  
States designated  
by supervisor,  
use code based  
on township and  
range in  
Question 6.

In some States or counties the group supervisor  
will instruct coders to use "Township and Range",  
located in columns near the right side of the  
box giving "Description" in Question 6.

Upon starting a county, group supervisors  
will issue either "Minor Civil Division" or  
"Township and Range" code.

Write code number at right of "Minor Civil  
Division".

If the schedule shows a property of more than  
1000 acres split between two or more townships,  
code the Minor Civil Division 00.

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FARM REAL ESTATE TRANSFER  
FORM-3

## TYPE OF BUYER

## Question 1.

Code the type of buyer as shown below. Write the code number immediately at the right of the words "Buyer - name", before the name of the buyer. If the buyer is a "company" or "bank", and the name indicates that it falls in any of the groups 2 to 8 below, use the corresponding code number.

CODE

Administrator, Executor or Guardian of an individual, or of the estate of an individual.....	0
Individual.....	1
Insurance company.....	2
Mortgage company or land investment company.....	3
Any State or county agency.....	4
Federal land bank.....	5
Joint-stock land bank or Receiver.....	6
National or State bank or Receiver.....	7
Savings bank or trust company or Receiver.....	8
Others (not included above).....	9

## TYPE OF SELLER

## Question 2.

Code the type of seller as shown below. Write the code number immediately at the right of the words "Seller - name", before the name of the seller. If the seller is a "company", and the name indicates that it falls in any of the groups from 2 to 8 inclusive below, use the corresponding code number.



FARM REAL ESTATE TRANSFER  
FORM-3

Page 3.

Cont'd.  
TYPE OF SELLER

CODE

Administrator, Executor or Guardian of an individual, or of the estate of an individual.....	0
Individual.....	1
Insurance company.....	2
Mortgage company or land investment company.....	3
Any State or county agency.....	4
Federal land bank.....	5
Joint-stock land bank or Receiver.....	6
National or State bank or Receiver.....	7
Savings bank or trust company or Receiver.....	8
Others (not included above. Include U. S. land grant.).....	9

DATE OF TRANSFER

Question 3.

If name of month is shown, write the numerical  
equivalent immediately to the right of the words  
"Date of Transfer", as follows:

Code months as shown below and last two digits  
of year.....

January.....	1
February.....	2
March.....	3
April.....	4
May.....	5
June.....	6
July.....	7
August.....	8
September.....	9
October.....	10
November.....	11
December.....	12

FARM REAL ESTATE TRANSFER  
FORM-3

## ACRES TRANSFERRED

## Question 6.

Last line,  
acres column.

Code the acres transferred as shown below:

Write the code at the left of the row of xxx in last line of Question 6. The acres figure shown is to be raised or lowered to the nearest whole number, as is shown in the following examples.

49.75 or  $49\frac{3}{4}$  acres should be written as 50 acres; 49.5 or  $49\frac{1}{2}$  acres should also be written as 50 acres; 49.4 or  $49\frac{4}{10}$  acres should be written as 49 acres. To the acre figures thus expressed in whole numbers, apply the following code:

<u>ACRES</u>	<u>CODE</u>
Cannot ascertain.....	0
3 to 9.....	1
10 to 19.....	2
20 to 49.....	3
50 to 99.....	4
100 to 174.....	5
175 to 259.....	6
260 to 499.....	7
500 to 999.....	8
1000 to 4999.....	9
5000 to 9999.....	10
10,000 and over.....	11

FARM REAL ESTATE TRANSFER  
FORM-3

## CONSIDERATION

Question 7.

Code as shown below. Write the code number in the blank space at the left of (a), (b), (c), etc.

CODE

Buyer and Seller having same surnames..... 1

Buyer and Seller having different surnames

Nominal consideration - warranty deed..... 2

(Note: "Nominal consideration" means \$1 "O.V.C.", \$10 "O.V.C.", "love and affection" or other arbitrary legal expression).

Consideration given - warranty deed..... 3

(Note: "Consideration given" means a consideration of considerable amount, usually several dollars per acre).

Trades..... 4

Other (not included above)..... 5

Raise or lower the amount to nearest whole dollar as in the following examples:

49.75 should be written as 50; 49.50 should also be written as 50; 49.40 should be written as 49.

7(d) and (e) to be combined and to appear on form below 7 (e).

FORM REAL ESTATE TRANSFER  
FORM-3

## TYPE OF FINANCING

Question 7.

Code the type of financing as follows, writing the code at the right of the word "Consideration". Disregard check marks as indicating type of financing.

CODE

No information..... 0

Nominal consideration (This takes precedence over any other)..... 1

Cash (b)..... 2

Cash plus first mortgage (b) and (c)..... 3

Cash plus first plus second mortgage (b), (c), and (d)..... 4

Cash plus first plus second plus other arrangement (b), (c), (d), and (e)..... 5

Cash plus other (unspecified) (b) and (e) 6

Contract for deed..... 7

Other (not included above) or partial information (e) (Include U.S. land grant) 8

## ASSESSED VALUE

Question 8.

(a) Total. . . . . Raise or lower amount to nearest whole dollar.

(c) Improve-  
ments. . . . . Raise or lower amount to nearest whole dollar.

FARM REAL ESTATE TRANSFER  
FORM-3

## KIND OF TRANSFER

## Question 9.

Code the checks appearing under Question 9 as follows, writing the numbers just to the right of the square boxes:

CODE

No information..... 0

(a) Voluntary sale..... 1  
(Examine question 11. If Question 11 is checked as (c) Sheriff deed, or (e) Tax deed, code Question 9 as 5).

(b) Forced sale  
(Any forced sale not specified as falling in one of the three following classes (1), (2), or (3), must be coded as 5).

(1) Foreclosure..... 2

(2) Assignment..... 3

(3) Tax sale..... 4

Forced sale, unspecified..... 5

(c) Gift, devise, or descent..... 6  
(Include here sales in which "love and affection" appears under Question 7).

Other (not included above. Include Partition Sales)..... 7

Bankruptcy Sale..... 8

## KIND OF PROPERTY

## Question 10.

Code the kind of property under Question 10 as follows, writing the numbers just to the right of the square boxes:

(a) Farm with buildings..... 1

(b) Farm without buildings..... 2

(c) Uncultivated land other than forests. 3

(d) Forest land..... 4

(e) Cannot ascertain..... 5



FARM REAL ESTATE TRANSFER  
FORM-3

## KIND OF DEED

Question 11.

Code the kind of deed shown under question 11 as shown below, writing the code numbers to the right of the square boxes:

In a case where a special warranty deed, bargain and sale deed, limited warranty deed, or plain deed is shown, it will be found where another class has been marked over or under (h) "Other".

CODE

- (a) Warranty deed..... 1
- Special warranty deed..... 2  
(Special warranty, limited  
warranty, bargain and sale,  
plain deed).
- (b) Quit-claim deed..... 3
- (c) Sheriff deed..... 4
- (d) Trustee deed..... 5
- (e) Tax deed..... 6
- (f) Contract for deed..... 7
- (g) Bond for title..... 8
- (h) Other (not included above or not  
stated)..... 9

## AMOUNT OF CLAIM

Question 12(a or b)

Code date of action, if any, on line (a), month and last two digits of year.

FARM REAL ESTATE TRANSFER  
FORM-3

Cont'd.

AMOUNT OF CLAIM

CODE

January.....	1
February.....	2
March.....	3
April.....	4
May.....	5
June.....	6
July.....	7
August.....	8
September.....	9
October.....	10
November.....	11
December.....	12

Question 12(b)

Raise or lower the amount shown to nearest whole dollar, on line (b).

OCCUPIED BY OWNER

Question 13.

Code this question as follows, writing the code number just below the square boxes:

Yes.....	1
No.....	2
Unknown.....	0



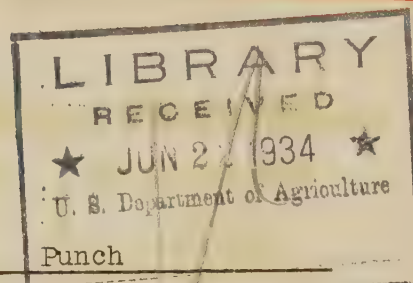
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June 13, 1934.

FARM REAL ESTATE TRANSFER

FORM 3

INSTRUCTIONS FOR PUNCHING



Item on Card	Columns on Card	Location on Schedule	Punch
Schedule Number	1 - 4 inc.	Upper right Corner over "Card Number"	Numbered figures.
State	5 & 6	Directly below "Card Number".	Red Code figures.
County	7 & 8	Directly below "State".	Red Code figures.
Minor Civil Division.	9 & 10	Directly below "County".	Red Code figures.
Type Buyer 1	11	Upper left Corner. Question 1	Red Code figure.
Type Seller 2	12	Question 2	Red Code figure.
Date of Transfer Mo. 3	13 & 14	Question 3	Red Code figures.
Date of Transfer Yr. 3	15 & 16	Question 3	Last two digits of year as shown.
Acres Transferred Size Code	17 & 18	At the left of the row of xxx in last line of Question 6.	Red Code figures.
Acres Transferred Number 6	19 - 22 inc.	Question 6. Last line Acres Column.	Figures as edited.
True Consd. Given	23	Question 7. (At left of (a), (b), (c) (etc.))	Red Code figure.
Type Financing	24	Question 7. (At right of the word "Consideration".)	Red Code figure.

FORM 3

- 2 -

Item on Card	Columns on Card	Location on Schedule	Punch
Consideration : Total : (Dollars) : 7-A :	25 - 30 inc. :	Question 7 (a) :	Figures as edited. "X" if no figure appears.
Consideration : Cash : (Dollars) : 7-B :	31 - 35 inc. :	Question 7 (b) :	Figures as edited. "X" if no figures appear.
Consideration : First : Mtge. : (Dollars) : 7-C :	36 - 40 inc. :	Question 7 (c) :	Figures as edited. "X" if no figures appear.
Consideration : Other : (Dollars) : 7-F :	41 - 45 inc. :	Question 7 (f) : Does not appear as (f) on Schedule but is line directly below 7 (e)) :	Figures as edited. "X" if no figures appear.
Check Column :	46 :	Does not show on Schedule :	Always punch 1.
Assessed Value : Total : (Dollars) : 8 A :	47 - 52 inc. :	Question 8 (a) :	Figures as edited. "X" if no figures appear.
Assessed Value : Improvements : Only : (Dollars) : 8 C :	53 - 57 inc. :	Question 8 (c) :	Figures as edited. "X" if no figures appear.
Kind Transfer : 9 :	58 :	Question 9 : (At right of square boxes) :	Red Code figure.
Kind Property : 10 :	59 :	Question 10 : (At right of square boxes) :	Red Code figure.
Kind Deed : 11 :	60 :	Question 11 : (At right of square boxes) :	Red Code figure.



FORM 3

- 3 -

Item on Card	:	Columns on Card	:	Location on Schedule:	:	Punch
Forced Sale	:	61 & 62	:	Question 12 (a)	:	Red Code figure.
Date of	:		:		:	"X" if no figure
Action	:		:		:	appears.
Mo.	:		:		:	
12A	:		:		:	
Forced Sale	:	63 & 64	:	Question 12 (a)	:	Red Code figures.
Date of	:		:		:	"X" if no figure
Action	:		:		:	appears.
Yr.	:		:		:	
12A	:		:		:	
Forced Sale	:	65 - 69 inc.	:	Question 12 (b)	:	Figures as edited.
Amount	:		:		:	"X" if no figures
of Claim	:		:		:	appear.
(Dollars)	:		:		:	
12B	:		:		:	
Own. Occ.	:	70	:	Question 13	:	Red Code figure.
13	:		:		:	"X" if no figure
	:		:		:	appears.
	:		:		:	

DEPRESS RELEASE KEY TO EJECT CARD.



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1.

August 18, 1934

FORM 5

FARM REAL ESTATE TRANSFER

CHECKS

TABLES 1 - 2 - 6.

- A. These tables should check one another on all items, except classification, for each of two groups:

Group 1, cards showing Acreage  
Group 2, cards showing No Acreage

(Number of Properties, less excess)

- B. For each table separately, the detail totals for Number of Properties, Acres Transferred and Total Consideration, should check with the accumulated totals for the same items, for each of two groups.



2.

August 18, 1934

FORM 3

FARM REAL ESTATE TRANSFER

CHECKS

TABLE 1-A.

The detail totals for Number of Properties, Acres Transferred, Total Consideration, should check with the accumulated totals for the same items, for each of two groups:

Group 1, cards showing Acreage  
Group 2, cards showing No Acreage

(Number of Properties, less excess)





3.

August 18, 1934

FORM 3

FARM REAL ESTATE TRANSFER

CHECKS

TABLE 3

Under the heading of Consideration, the total of Cash plus First Mortgage plus Other, should never exceed Total Consideration. In most cases, should agree



4.

August 18, 1934.

FORM 3

FARM REAL ESTATE TRANSFER

CHECKS

TABLES 4 - 4-A.

For each table separately the detail totals should check with the accumulated totals for each item, for each of two groups:

Group 1, cards showing Assessed Value  
Group 2, cards showing No Assessed Value

( Number of Properties, less excess )





5.

August 18, 1934

FORM 3

FARM REAL ESTATE TRANSFER

CHECKS

TABLE - 5.

The detail totals for Number of Properties and Acres Transferred, should check with the accumulated totals for the same items,

(Number of Properties, less excess)



August 18, 1934

FARM REAL ESTATE TRANSFER

CHECKS

TABLE 7

- A. The detail totals for Number of Properties, Acres Transferred and Total Consideration should check with the accumulated totals for the same items.
- B. Check "A" is to be used for each Size Group, when grand total for these items do not agree.
- C. For each "Value Per Acre" Group, by dividing the Number of Acres Transferred into Total Consideration the quotient obtained will determine whether or not the cards used are in the correct "Value Per Acre" Group.
- D. For each "Size" Group, dividing the Number of Properties into the Acres Transferred, ( totals tabulated in counters 3 and 4 ) the quotient obtained will determine whether or not the cards used are in the correct "Size" Group.
- NOTE: For designated States cards coded "5" will be included with cards coded "1" in Column 59, then each group will be handled separately.



August 18, 1934

FARM REAL ESTATE TRANSFER

## CHECKS

## TABLE 8

- A. For each "Ratio Assessed to Sale Value" group by dividing the Total Assessed Value into the Total Consideration the quotient obtained will determine whether or not the cards used are in the correct "Ratio Assessed to Sale Value" Group.
- B. For each "Size" Group by dividing the Number of Properties into the Acres Transferred the quotient obtained will determine whether or not the cards used are in the correct "Size Group".

NOTE: For designated States cards coded "5" will be included with cards coded "1" in Column 59, then each group will be handled separately.





June 11, 1934.

BUREAU OF AGRICULTURAL ECONOMICS

RURAL TAX DELINQUENCY  
CWA PROJECT F-6

PROCEDURE OF WORK

1. RECEIVING ROOM (Basement 0116)

All incoming schedules are received in this room and immediately transmitted to the Assembling Room (2107).

2. ASSEMBLING ROOM (Second floor 2107)

When schedules arrive in Assembling Room, they are promptly recorded on State-County sheets by Form No., date received and approximate number of schedules. Schedules are examined to make certain that only schedules for a particular Form, State and County are contained therein.

Minor Civil Divisions entered on Schedules are examined to determine whether "Census", or "Township and Range" code applies, or F-6 code is to be supplied. The proper code sheets are assigned to each county before schedules are released for Coding.

All Form 1 or Form 2 schedules for a State are then entered on Transmittal Sheets in duplicate and forwarded to Coding and Editing-"Type Group", Room 2003. All Form 3 schedules for a State are entered on Transmittal Sheets in duplicate and forwarded to Coding and Editing "Coders", Room 2105.

All Transmittal Sheets are signed by the Group Supervisor receiving work. Originals are returned to Assembling Room to be filed, duplicates are forwarded to the Administration Office at the close of each shift.

A Daily Work Report for each Form Number is prepared at the close of each shift for total number of schedules received and distributed. This Report is promptly forwarded to the Administration Office.

A Work Label is provided for each County.

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PROCEDURE OF WORK

3. CODING AND EDITING

(A) "TYPE GROUP", (Second floor 2003)

As Forms 1 or 2 are received from the Assembling Room, a "Section Record" in duplicate is prepared by the Group Supervisor. When "Type" and "M.C.D." Coding is started, this Record is used for each Form No. to list each State and County, the clerk's name and number, date and time received, and number of schedules.

On upper left corner of "Work Label", each "Typo" coder writes his number, the word "Type" and the date of completion.

When "Typo" and "M.C.D." Coding is completed, the Group Supervisor enters on "Section Record" the date and time, and under column headed "Remarks", enters the number of schedules less rejects.

Incompleted counties, at the close of each shift, will be noted "N.C." on "Section Record" under column headed "Remarks". The entries for such incompleted counties will be carried forward to the "Section Record" for the following work day.

At the close of each shift, originals of all "Section Records" are promptly forwarded to the Administration Office. Duplicates are retained in the Section.

All completed counties for a State are listed by Form No. on Transmittal Sheets in duplicate, and forwarded to Coding and Editing "Coders". All Transmittal Sheets are signed by the Group Supervisor receiving work. Originals are returned to the "Type" Group to be filed. Duplicates are forwarded to the Administration Office at the close of each shift.

At the close of shift, desks are put in order and all unbound packets of schedules are properly weighted.

PROCEDURE OF WORK

3. CODING AND EDITING (CONT'D.)

(B) "CODERS", (Second floor 2105)

As Forms 1 or 2 are received from the "Type Group", or Form 3 is received from the Assembling Room, a "Section Record" in duplicate is prepared by the Group Supervisor. When Coding is started, this Record is used for each Form No. to list each State and County, the clerk's name and number, date and time received, and number of schedules. On upper left corner of "Work Label", each coder writes his number and the word "Codor", and the date of completion.

When Coding is completed, the Group Supervisor enters on "Section Record" the date and time, and under column headed "Remarks", enters the number of schedules, less rejects.

FORM 1 - REJECTS

Rejects will consist of two different types.

First:

Schedules showing no information for year line 1932. These will hereafter be referred to as Form 1-B.

Second:

Schedules rejected as unusable. These are definitely rejects.

The first group of these rejects, Form 1-B, (schedules showing no information for year line 1932) are coded by designated clerks under the same Group Supervisor who receives the work originally.

The second group of these rejects (schedules rejected as unusable) are kept in State and County order and at close of each shift are forwarded to Storage Room in basement (0117).

Procedure for handling Section Records for completed work and Work Labels is the same as outlined in the first part of paragraph 3, (B).



PROCEDURE OF WORK

3. CODING AND EDITING (CONT'D.)

Incompleted Counties at the close of each shift, are noted N.C. on "Section Record" under column headed "Remarks". The entries for such incompleted counties are carried forward to the "Section Record" for the following work day.

At the close of each shift, originals of all "Section Records" are promptly forwarded to the Administration Office. Duplicates are retained in the Section.

Incompleted work securely bound, and labeled with name and number of coder, is removed by a designated laborer at the close of each shift and stored in Schedule File Room (Second floor 2109). This incompleted work is reissued to same Coder at the beginning of next work day.

All completed counties for a State are listed by Form No. on Transmittal Sheets in duplicate and forwarded to Schedule Numbering Room (Second floor 2104).

All Transmittal Sheets are signed by the Group Supervisor in the numbering room, who receives the work. Originals are returned to the proper Group Supervisor in the Coding and Editing Section to be filed. Duplicates are forwarded to the Administration Office at the close of each shift.

(C) SCHEDULE NUMBERING ROOM, (Second floor 2104)

Bates numbering machines are used to number the schedules, starting with #1 for the first schedule in each county. A record is kept of the last schedule number used in each county.

On upper left corner of "Work Label", each numbering clerk writes his number, and the word "Numberer" and the date of completion.

At close of each shift, the Group Supervisor prepares a "Section Record" in duplicate, containing the following: Section (Numbering Section),



PROCEDURE OF WORK

3. CODING AND EDITING (CONT'D.)

Date, Shift, Form No., Group Supervisor's name, names and numbers of clerks, and total number of schedules numbered by each clerk. Original is promptly forwarded to the Administration Office. Duplicate is retained by Numbering Section.

All completed counties for a State are listed by Form No. on Transmittal Sheets in duplicate and forwarded to Machine Receiving Room (First floor 1015). All Transmittal Sheets are signed by the Clerk in Charge of Machine Receiving Room, who receives work. Originals are returned to Schedule Numbering Room to be filed. Duplicates are promptly forwarded to the Administration Office at the close of each shift.

4. MACHINE RECEIVING ROOM (First floor 1015)

As schedules are received, they are filed by Form No., State and county.

When requests for work are made, all schedules for the required form are withdrawn from the file and listed for each State on Transmittal Sheets in duplicate, by the clerk in charge. Signature of the Group Supervisor of punching who receives the work is entered on the Transmittal Sheets. The originals are returned to the Machine Receiving Room to be filed. Duplicates are promptly forwarded to the Administration Office at the close of each shift.

A Daily Work Report for each Form Number is prepared at the close of each shift for total number of schedules received, and distributed for punching. This Report is promptly forwarded to the Administration Office.

As "20M" boxes of blank cards are opened for use, these cards are immediately repacked securely in "2 M" card boxes.

PROCEDURE OF WORK

5. CARD PUNCHING (First floor 1103)

As work is received from the Machine Receiving Room, a "Section Record" in duplicate is prepared by the Group Supervisor. This record is used for each Form No. to list each State and County, operator's name and number, and the date and time when Punching is started.

The Work Label for each County is properly filled out by each operator.

When Punching is completed, the Group Supervisor enters on the "Section Record", the date, time, and number of cards punched.

Incompleted counties at the close of each shift are noted N.C. on Section Record under column headed "Remarks". The entries for such incompleted counties are carried forward to the Section Record for the following work day.

At the close of each shift, originals of all Section Records are promptly forwarded to the Administration Office. Duplicates are retained in the Section.

All completed Counties for a State are listed by Form No. on Transmittal Sheets in duplicate and forwarded to Card Verifying. All Transmittal Sheets are signed by the Group Supervisor receiving work. Originals are returned to Punching section to be filed, and duplicates forwarded to Administration Office at the close of each shift.

At the close of each shift, incompleted work (schedules and cards) labeled with name and number of Punch Operator, is removed and stored in Room 1003. This work is reissued to the same operator at the beginning of next work day.

PROCEDURE OF WORK

5. CARD PUNCHING (CONT'D.)

Labeled boxes are provided for cards completed. The cards are boxed by County, and labels properly made out by operator and forwarded to Card Verifying.

6. CARD VERIFYING (First floor 1103)

As work is received from Punching Section, a "Section Record" in duplicate is prepared by the Group Supervisor. This record is used for each Form No. to list each State and County, operator's name and number, and the date and time Verifying is started.

The Work Label for each County is properly filled out by each operator.

When Verifying is completed, the Group Supervisor enters on the Section Record the date, time and number of cards verified.

Incompleted counties at the close of each shift, are noted N.C. on "Section Record" under column headed "Remarks". The entries for such incompleted counties are carried forward to the Section Record for the following work day.

At the close of each shift, originals of all Section Records are promptly forwarded to the Administration Office. Duplicates are retained in the Section.

Counties completed on punching are listed by State and Form No. on Transmittal Sheets in duplicate. These transmittals and the punched CARDS are forwarded to Machine Receiving Room (1003).

A separate set of Transmittal Sheets in duplicate is prepared by State and Form No. for the corresponding schedules for these completed counties. These Transmittal Sheets and the SCHEDULES are forwarded to the Storage Room in the basement (0117).



PROCEDURE OF WORK

6. CARD VERIFYING (First floor 1103) (CONT'D.)

All Transmittal Sheets are signed by the Clerk in Charge, receiving work.

Originals are returned to Verifying Section to be filed. Duplicates are promptly forwarded to the Administration Office at the close of each shift.

At the close of each shift, incompleated work (schedules and cards) labeled with name and number of Verifier, is removed and stored in Room 1003. This work is reissued to same operator at the beginning of next work day.

7. MACHINE RECEIVING ROOM (First floor 1015)

As boxes of cards for completed Counties are received from Card Verifying Section, they are filed by Form No., State and County.

When requests for work are made, all boxes of cards for the required Form, State and County are withdrawn from the file and listed for each State on Transmittal Sheets in duplicate by the clerk in charge.

Signature of the Group Supervisor who receives the work is entered on the Transmittal Sheets. The originals are returned to the Machine Receiving Room to be filed. Duplicates are promptly forwarded to the Administration Office at the close of each shift.

A Daily Work Report for each Form Number is prepared at the close of each shift for total number of cards received and for the total number distributed for sorting. This Report is promptly forwarded to the Administration Office.

8. SORTING (First floor 1103)

As cards are received from the Machine Receiving Room, a "Section Record" in duplicate is prepared by the Supervisor. This record is used for each Card Form to list each State and County, the operator's name and number,

PROCEDURE OF WORK

8. SORTING (First floor 1103) (CONT'D.)

the date and time Sorting is started. (Below "FORM NO." write in the Sort No.)

When Sorting is completed, the Supervisor enters on Section Record the date, time, number of cards, number of handlings and total cards sorted for each County (Handlings and total cards sorted for each County to be listed under "Remarks").

Write the run number of completed sort on the upper right side of box label.

At the close of each shift, all incompletd sorts will be listed N.C. on Section Record under column headed "Remarks", and in addition the total number of cards sorted for each incompletd County is listed under "Remarks".

All entries for incompletd sorts are carried forward on the Section Record for the next shift. Next shift will continue with sorts started on previous shift.

At the close of each shift, originals of all Section Records are promptly forwarded to the Administration Office. Duplicates are retained in the Section.

Incompletd sort will be plainly marked so that operator coming on the next shift may complete it.

All completed Counties for a State are listed by Form No., and Sort No. on Transmittal Sheets in duplicate and forwarded to Machine Receiving Room (1015). All Transmittal Sheets are signed by the clerk in charge. Originals are returned to Sorting Section to be filed, duplicates forwarded to the Administration Office at the close of each shift.

PROCEDURE OF WORK

9. MACHINE RECEIVING ROOM (First floor 1015)

As boxes of cards for completed Counties are received from the Sorting Section, they are filed by Form No., State and County.

When requests for work are made, all boxes of cards for the required Form, State and County are withdrawn from the file and listed for each State on Transmittal Sheets in duplicate by the clerk in charge.

Signature of the Group Supervisor who receives the work is entered on the Transmittal Sheets. The originals are returned to the Machine Receiving Room to be filed. Duplicates are promptly forwarded to the Administration Office at the close of each shift.

A Daily Work Report for each Form Number is prepared at the close of each shift for total number of cards received, and for the total number distributed for tabulating. This Report is promptly forwarded to the Administration Office.

10 MACHINE TABULATION (First floor 1103)

As cards are received from the Machine Receiving Room, a "Section Record" in duplicate is prepared by the Group Supervisor. This record is used for each Card Form to list each State and County, the operator's name and number, and the date and time Tabulation is started. (Below "Form No." write in the Run No.)

When Tabulation is completed, the Supervisor enters on the Section Record, the date, time, number of cards and number of runs and total number of cards run for each County (number of runs and total number of cards run for each County to be listed under "Remarks").

Run number on label of box must be crossed out upon completion.

At the close of each shift, all incompletd runs will be listed N.C. on Section Record under column headed "Remarks", and in addition the total number of cards tabulated for each incompletd County is listed under "Remarks".



PROCEDURE OF WORK

10. MACHINE TABULATION (First floor 1103) (CONT'D.)

All entries for incompleted runs are carried forward on the Section Record for the next shift. Next shift will continue with tabulation started on previous shift.

At the close of each shift, originals of all Section Records are promptly forwarded to the Administration Office. Duplicates are retained in the Section.

Incompleted runs will be plainly marked so that the operator coming on next shift can complete same.

All completed Counties for a State are listed by Form No. and Run No. on Transmittal Sheets in duplicate and forwarded to Machine Receiving Room (1015). All Transmittal Sheets are signed by the Clerk in Charge. Originals are returned to Machine Tabulation Section to be filed, and duplicates are forwarded to the Administration Office at the close of each shift.

Tabulated sheets for completed runs for each State are listed by Form No. and Run No. on Transmittal Sheets in duplicate and forwarded to Tabulation Review. Originals and duplicate Transmittal Sheets are handled as outlined above.

11. TABULATION REVIEW (First floor 1110)

Tabulated sheets are kept in State, County and Form Number order. They are first inspected for any obvious errors, then totals are posted for the various runs of each County. A record of the States and Counties completed on sorting and tabulating for each run is to be kept on a State-County Record Sheet.

PROCEDURE OF WORK

11. TABULATION REVIEW (First floor 1110) (CONT'D.)

A Daily Work Report in duplicate is kept of the total number of Counties completed by Form and Run Number. Originals are promptly forwarded to the Administration Office at the close of each shift. Duplicates are retained by the Section.

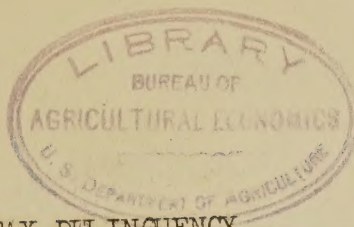
12. ADMINISTRATION OFFICE (First floor 1115)

All original "Section Records", all duplicate "Transmittal Sheets" and all original "Daily Work Reports" are received at the close of each shift from each Section.

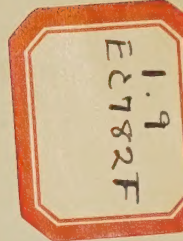
A recapitulation is prepared daily for each section, by shift, from these forms received.



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June 12, 1934.



RURAL TAX DELINQUENCY  
CWA F-6

INSTRUCTIONS FOR VERIFYING MACHINE OPERATORS

1. Verifying Machine Operators must be thoroughly familiar with attached Instructions for Punch Operators and will follow procedure outlined therein.
2. The Work Label provided for each County must be properly filled out as to Operator's name, number, date, etc.
3. Extreme care must be taken in verifying all data.  
When an error is found, space the card far enough to the left so that a check (✓) can be marked with blue pencil at the top of the field in which the error occurs, and a blue pencil circle must be made around each numeral that should have been punched. After removing the card from the machine, make a tear about one inch long in the center of the bottom of the card and place the card face up (so that a full corner of the card protrudes over the cut corner) on the pile of correct cards which are, of course, face down.
- 3a. Errors on Excess Principal and Excess Trailers.  
Follow same procedure as in paragraph 3 with this exception: Instead of reversing Excess Cards as outlined for Principal Cards, simply place the error Excess Cards in front of the first card in each County, placing a paper clip on right end of these cards.
4. After verifying the entire County, draw a blue pencil across the right end of the cards so that a small blue mark will show on each card.
5. In order to facilitate the location of the Schedules for which erroneous cards have been punched, place a paper clip at top of the Schedule.
6. In order to expedite the progress of the work, it is necessary that the corrected cards be filed in the proper State and County and the work turned in as completed.
7. The number of errors will be marked separately in blue pencil after the Card Punch Operator's name on the Work Label. Likewise, if no errors are found, then mark plainly in blue pencil "No Errors".



